

Request for Tender (RFT) for:

for the provision of expertise to collaboratively design on the Future Reset (Arts Move the Dial), in which young people create and produce Art Projects that are presented in place-based Activations for young people and their communities.

Reference number: PRG-00748

Issue Date: Tuesday 25th January 2022

Place for lodgement: Tenders Vic

Tenderers are advised to register at the tenders page of the Tenders Website www.tenders.vic.gov.au in order to receive any further information (including amendments, addenda and any further conditions) that may be applied to this RFT.

The Tenderer's response (RFT PART D) must be completed in the format specified and completed [**insert method by which tender must be submitted (e.g. electronically through the electronic tender in box)**]

INTRODUCTION

The Opportunity

The Victorian Health Promotion Foundation (VicHealth) is a pioneer in health promotion –the process of enabling people to increase control over and improve their health. Our primary focus is promoting good health and preventing chronic disease.

We create and fund world-class interventions. We conduct vital research to advance Victoria’s population health. We produce and support public campaigns to promote a healthier Victoria. We provide transformational expertise and insights to government.

Of all the things we do, above all we seek to make health gains among Victorians by pre-empting and targeting improvements in health across our population, fostered within the day-to-day spaces where people spend their time, and with benefits to be enjoyed by all.

VicHealth focuses on five key areas: increasing physical activity, reducing alcohol and tobacco use, improving mental wellbeing and encouraging healthy eating. We are evolving our Action Agenda to best deliver impact through the final three years of the strategy. As part of this, VicHealth will deliver our new initiative Future Healthy which will have a focus on young people aged 0-25, particularly those experiencing disadvantage. Future Healthy will improve the health and wellbeing of Victorians by:

- Improving access to delicious, healthy and affordable food.
- Building meaningful social connections and inclusive environments.
- Creating neighbourhoods and spaces where people feel safe, welcome and confident to be physically active

VicHealth is seeking responses to this Request for Tender (RFT) PRG-00748 for the provision of expertise to collaboratively design on *Future Reset (Arts Move the Dial)*, in which young people create and produce Art Projects that are presented in place-based Activations for young people and their communities.

VicHealth is seeking to appoint a group of service providers to design place-based Arts Activations.

The initial term of the contract arrangement is for up to 12 months. It is intended that the contract will commence on or around May 2022.

Structure of RFT

This RFT comprises the following sections–

- **Introduction** – contains an overview of the opportunity presented in, and the objectives of, this RFT.

- **RFT Part A – Conditions of Tendering** sets out the rules applying to the RFT documents and to the Tendering Process. These rules are deemed to be accepted by all Tenderers and by all persons having received or obtained the RFT.
- **RFT Part B – Specification** describes the Services in respect of which VicHealth invites Tenders from interested persons.
- **RFT Part C – Proposed Contract** contains the terms and conditions in compliance with which VicHealth desires the Services set out in RFT Part B to be provided.
- **RFT Part D – Tenderer’s Response** specifies the information to be provided in a Tender and may also specify any information to be provided by a Tenderer by other means. RFT Part D may include templates to be completed and included in a Tender.
- **Appendix A – Contract Disclosure** (mandatory)
- **Appendix B – Supplier Code of Conduct Commitment** VicHealth is committed to ethical, sustainable and socially responsible procurement and we expect the same high standards of our Suppliers. Please complete Appendix B (mandatory)
- **Appendix C – Harmful Industry Relationship Declaration** specifies questions that the Tenderer must complete if they answer YES to any Harmful Industry Relationship questions in Part D.
- **Appendix D – Future Reset (Arts Move The Dial) Overview** outlines the entirety of the project and the collective-impact inspired approach which may be used as reference for contextual information for the response of the Service Providers completed in Part D.

RFT Objectives

VicHealth invites you to respond to this RFT for the provision of expertise to collaboratively design on *Future Reset (Arts Move the Dial)*, in which young people create and produce Art Projects that are presented in place-based Activations for young people and their communities.

VicHealth’s specific requirements in relation to the Services are set out in RFT Part B of this RFT (Specification).

In issuing this RFT, VicHealth seeks to Tenderers who are:

- (a) able to provide the Services required by VicHealth in the manner set out in the Specification;
- (b) able to demonstrate a commitment and ability to working in collaboration with VicHealth over the term of any agreed contractual period to continuously seek improvements in value, efficiency and productivity in connection with the provision of the Services; and
- (c) prepared to work with VicHealth to continue to identify opportunities for improvement in the quality and level of service provided to VicHealth, for the mutual benefit of both VicHealth and the Tenderer.

All Victorian departments are committed to improving environmental outcomes through the consideration of environmental factors when determining overall value for money in the procurement of goods and/or services. Consideration of environmental factors is reflected in the requirements of this RFT.

RFT PART A – CONDITIONS OF TENDERING

Reference Schedule

The information contained in this Reference Schedule must be read in conjunction with the remainder of this RFT Part A.

Capitalised terms used in this RFT have defined meanings which are explained in clause 17.1 (Interpretation) of this RFT Part A. Capitalised terms defined elsewhere in this RFT but not referred to in clause 17.1 have the same meaning wherever used throughout this RFT.

Note to Tenderers:

Tenderers are advised to register their organisation at: www.tenders.vic.gov.au in order to receive any further information (i.e. including amendments, addendum, and further conditions that may apply to this RFT).

The Tenderer's Response (RFT Part D) must be prepared in accordance with clause 6 (Tender Documents) and submitted in accordance with clause 5 (Submission of Tenders) of this RFT Part A.

1. Details schedule

1.1 Tender Reference Number

PRG-00748

1.2 Project Manager and Contracts & Procurement Coordinator

VicHealth Contact/ Project Manager	
Name and title	Mehak Sheikh VicHealth, Social Connection and Mental Wellbeing Lead
Email Address	tenders@vichealth.vic.gov.au
Contracts & Procurement Coordinator	
Name and title	Melinda Swale VicHealth, Manager, Planning & Business Improvement
Email Address	tenders@vichealth.vic.gov.au

1.3 Indicative timetable*

Activity	Date
RFT issued	25 th January 2022
Site visit (if applicable)	N/A
Tender Briefing (if applicable)	N/A

End of period for questions or requests for information (see clause 4.2 (Requests for clarification or further information))	5:00 pm Australian Eastern Standard Time, Friday 18 th February 2022
Closing Time (See clause 5.2 (Late tenders))	2.00 pm Australian Eastern Standard Time, Monday 28 th February 2022*
Intended completion of shortlisting process	Week commencing 28 th March 22
Intended completion of assessment of Tenders	Week commencing 18 th April 2022
Negotiations with Tenderer(s) (if applicable)	Week commencing 18 th April 2022
Intended formal notification of successful Tenderer(s)	Week commencing 25 th April 2022
Intended execution of Proposed Contract(s)	Late April/Early May 2022
Intended commencement date	Late April/Early May 2022

** Note to Tenderers: This timetable is provided to give Tenderers an indication of the timing of the Tendering Process. The timetable is indicative only and may be changed by VicHealth in accordance with the Conditions of Tendering set out in RFT Part A of this RFT.*

1.4 Additional materials

Item	Description	Location
1	Appendix A. Contract Disclosure	End of tender document
2	Appendix B. Supplier Code of Conduct Commitment	End of tender document
3	Appendix C. Harmful Industries Declaration Form	End of tender document
4	Appendix D. Future Reset (Arts Move the Dial) Overview	End of tender document
4	VicHealth Action Agenda for Health Promotion 2019 - 2013	https://www.vichealth.vic.gov.au/media-and-resources/publications/vichealth-action-agenda
5	Future Healthy Strategy	https://futurehealthy.vichealth.vic.gov.au/about
6	VicHealth Arts Strategy 2019-2023	https://www.vichealth.vic.gov.au/media-and-resources/publications/arts-strategy
7	VicHealth's Audience Access Standards	https://www.vichealth.vic.gov.au/media-and-resources/publications/audience-access-standards
8	The Partnership Analysis Tool	https://www.vichealth.vic.gov.au/media-and-resources/publications/the-partnerships-analysis-tool

1.5 Lodgement of Tenders

Website address	www.tenders.vic.gov.au
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Access restrictions (for e.g. size of file)	Registration on the Buying for Victoria Tenders Portal (formerly TendersVic) is required
Other requirements	N/A

2. Rules governing this Request for Tender and the Tendering Process

2.1 Application of these Rules

- 2.1.1 Participation in the Tendering Process is subject to compliance with the rules contained in this RFT Part A.
- 2.1.2 All persons (whether or not they submit a Tender) having obtained or received this RFT may only use it, and the information contained in it, in compliance with the rules contained in this RFT Part A.
- 2.1.3 All Tenderers are deemed to accept the rules contained in this RFT Part A.
- 2.1.4 The rules contained in this RFT Part A apply to:
- (a) the RFT and any other information given, received or made available in connection with the RFT, including any additional materials specified in item 1.6 (Additional Materials) of RFT Part A and any revisions or addenda;
 - (b) the Tendering Process; and
 - (c) any communications (including any Tender Briefings, presentations, meetings or negotiations) relating to the RFT or the Tendering Process.

3. Request for Tender

3.1 Status of Request for Tender

- 3.1.1 This RFT is an invitation for persons to submit a proposal for the provision of the Services set out in the Specification contained in Part B of this RFT. Accordingly, this RFT must not be construed, interpreted, or relied upon, whether expressly or impliedly, as an offer capable of acceptance by any person, or as creating any form of contractual, promissory or restitutionary rights.
- 3.1.2 No binding contract (including a process contract) or other understanding (including any form of contractual, promissory, restitutionary or other rights) for the supply of the Services will exist between VicHealth and any Tenderer unless and until VicHealth has signed a formal written contract as contemplated in clause 10.1 (No Legally Binding Contract) of this RFT Part A.

3.2 Accuracy of Request for Tender

- 3.2.1 While all due care has been taken in connection with the preparation of this RFT, VicHealth makes no representations or warranties that the content in this RFT or any information communicated to or provided to Tenderers during the Tendering Process is, or will be, accurate, current or complete. VicHealth and its officers, employees and advisors will not be liable with respect to any information communicated or provided which is not accurate, current or complete.

3.2.2 If a Tenderer finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFT or any other information provided by VicHealth (other than minor clerical matters), the Tenderer must promptly notify VicHealth in writing of such discrepancy, ambiguity, error or inconsistency to give VicHealth an opportunity to consider what corrective action is necessary (if any).

3.2.3 Any actual discrepancy, ambiguity, error or inconsistency in the RFT or any other information provided by VicHealth will, if possible, be corrected by VicHealth and provided (or the proper information made available) to all Tenderers without attribution to the Tenderer that provided the notice.

3.3 Additions and amendments to Request for Tender

3.3.1 VicHealth reserves the right to change any information in, or to issue addenda to, this RFT before the Closing Time. VicHealth and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise, this right.

3.3.2 If VicHealth exercises its right to change information under clause 3.3.1, it may seek amended Tenders from all Tenderers.

3.3.3 VicHealth reserves the right to accept whole or part of your Proposal.

3.3.4 VicHealth is not obligated to appoint a successful Respondent into a contract, including where it is unable to identify a Proposal that complies with all of VicHealth's requirements, or to do so would, be otherwise, not in the public interest. Irrespective of whether VicHealth decides to enter into a contract, VicHealth is free to proceed via any alternative process.

3.4 Representations

3.4.1 No representation made by or on behalf of VicHealth in relation to this RFT (or its subject matter) will be binding on VicHealth unless that representation is expressly incorporated into the contract(s) ultimately entered into between VicHealth and a Tenderer.

3.5 Confidentiality

3.5.1 VicHealth may require persons and organisations wishing to access or obtain a copy of this RFT or certain parts of it, or any additional materials (as referred to below in clause 3.7 (Availability of Additional Materials) of this RFT Part A) to execute a deed of confidentiality (in a form required by, or satisfactory to, VicHealth) before or after access is granted.

3.5.2 Whether or not execution of a deed of confidentiality under clause 3.5.1 is required by VicHealth, all persons (including Tenderers) obtaining or receiving this RFT and any other information in connection with the RFT or the Tendering Process must:

- (a) keep the contents of the RFT and such other information confidential; and
- (b) not disclose or use that information except as required for the purpose of developing a Tender in response to this RFT.

3.6 Licence to use Intellectual Property Rights

- 3.6.1 Persons obtaining or receiving this RFT and any other documents issued in relation to the Tendering Process may use the RFT and such documents only for the purpose of preparing a Tender.
- 3.6.2 Such Intellectual Property Rights as may exist in the RFT and any other documents provided to Tenderers by or on behalf of VicHealth in connection with the Tendering Process are owned by (and will remain the property of) VicHealth except to the extent expressly provided otherwise.

3.7 Availability of additional materials

- 3.7.1 Additional materials (if any) may be accessed in the manner set out in item 1.6 of the Details. Tenderers should familiarise themselves with these additional materials.

4. Communications during the Tendering Process

4.1 Project manager

- 4.1.1 All communications relating to the RFT and the Tendering Process must be directed to the Project Manager.

4.2 Requests for clarification or further information

- 4.2.1 Any questions or requests for further information or clarification of the RFT (or any other document issued in connection with the Tendering Process) must be submitted to the Project Manager in writing, preferably by VicTenders web forum or via email.
- 4.2.2 Any communication by a Tenderer to VicHealth will be effective upon receipt by the Project Manager (provided such communication is in the required format).
- 4.2.3 VicHealth may restrict the period during which it will accept questions or requests for further information or for clarification and reserves the right not to respond to any question or request, irrespective of when such question or request is received.
- 4.2.4 Except where VicHealth is of the opinion that issues raised apply only to an individual Tenderer, questions submitted, and answers provided will be made available on the Tenders Website to all Tenderers without identifying the person or organisation having submitted the question. In all other cases, VicHealth may deliver any written notification or response to a Tenderer by leaving or delivering it to the address of the Tenderer (as notified to the Project Manager).
- 4.2.5 A Tenderer may, by notifying the Project Manager in writing, withdraw a question submitted in accordance with this clause 4.2 (Requests for Clarification or Further Information) in circumstances where the Tenderer does not wish VicHealth to publish its response to the question on the Tenders Website.

4.3 Unauthorised communications

- 4.3.1 Communications (including promotional or advertising activities) with staff of VicHealth or consultants assisting VicHealth with the Tendering Process are not permitted during the Tendering Process except as provided in clause 4.2 (Requests for Clarification or Further Information) above, or otherwise with the prior written consent of the Project Manager. Nothing in this clause 4.3 (Unauthorised Communications) is intended to prevent communications with

staff of, or consultants to, VicHealth to the extent that such communications do not relate to this RFT or the Tendering Process.

4.3.2 Tenderers must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

4.3.3 Unauthorised communications with such persons may, in the absolute discretion of VicHealth, lead to disqualification of a Tenderer.

4.4 Improper assistance

4.4.1 Tenderers must not seek or obtain the assistance of employees, agents or contractors of VicHealth or the State in the preparation of their Tenders. In addition to any other remedies available to it under law or contract, VicHealth may, in its absolute discretion, immediately disqualify a Tenderer that it believes has sought or obtained such assistance.

4.5 Anti-competitive conduct

4.5.1 Tenderers and their respective officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Tenderer or any other person in relation to:

- (a) the preparation or lodgement of their Tender;
- (b) the assessment and clarification of their Tender; and
- (c) the conduct of negotiations with VicHealth,

in respect of this Tendering Process.

4.5.2 For the purposes of clause 4.5.1, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to VicHealth or any other Tenderer or any person or organisation.

4.5.3 In addition to any other remedies available to it under law or contract, VicHealth may, in its absolute discretion, immediately disqualify a Tenderer that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct in respect of this Tendering Process.

4.6 Complaints about Tendering Process

4.6.1 Any complaint about the RFT or the Tendering Process must be submitted to the Project Manager or VicHealth Contracts & Procurement Coordinator in writing immediately upon the cause of the complaint arising or becoming known to the Tenderer. The written complaint must set out:

- (a) the basis for the complaint (specifying the issues involved);
- (b) how the subject of the complaint (and the specific issues) affect the person or organisation making the complaint;
- (c) any relevant background information; and
- (d) the outcome desired by the person or organisation making the complaint.

- 4.6.2 If the matter relates to the conduct of a department official, the complaint should also be brought to the attention of the Contracts & Procurement Coordinator.

4.7 Harmful Industry Relationships

- 4.7.1 When you respond to a Request for Tender, you are required to declare relationships with harmful industries.
- 4.7.2 In ensuring that suppliers of services maintain alignment to these objectives and statutory obligations VicHealth has established a Harmful Industry Relationship Funding and Procurement Policy. Information about VicHealth's Harmful Industry Relationship Funding and Procurement Policy is available here.
- 4.7.3 Respondents are required to provide details of any past, present or planned relationships between your organisation and a harmful industry for VicHealth to assess as part of this procurement process.
- 4.7.4 If your organisation has had a relationship with the tobacco industry within the past five years - you are ineligible to submit a response to this Request for Tender.
- 4.7.5 If your organisation has had a relationship with the gambling, alcohol, food or sugary drink industry within the past 12 months, you must declare this in Part D and Appendix C.

Note to Tenderers: Only Tenderers capable of providing all of the Services and complying in full with the conditions set out in this RFT should submit a Tenderer's Response.

4.8 Individual Conflict of Interest

- 4.8.1 A Tenderer must not, and must ensure that its officers, employees, agents and advisers do not place themselves in a position that may or does give rise to actual, potential or perceived conflict of interest between the interests of the State and the Tenderer's interests during the Tendering Process. Note: This does not pertain to relationships with harmful industries which are covered under Part D Harmful Industry Relationships and Appendix C Harmful Industry Relationships Declaration Form.
- 4.8.2 The Tenderer's Response in RFT Part D requires Tenderers to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of Services under any contract that may result from this RFT.
- 4.8.3 If the Tenderer submits its Tender and a conflict of interest arises, or is likely to arise, which was not disclosed in the Tender, the Tenderer must notify VicHealth immediately in writing of that conflict.
- 4.8.4 VicHealth may disqualify a Tenderer from the Tendering Process if the Tenderer fails to notify VicHealth of the conflict as required.

5. Submission of Tenders

5.1 Lodgement

- 5.1.1 Tenders must be lodged only by the means set out in item 1.5 of the Lodgement Details of RFT Part A.

- 5.1.2 Where the Reference Schedule requires or permits Tenders to be lodged via the Internet through the website nominated in clause 1.5 of RFT Part A, Tenderers are deemed to accept the online user agreement applying to that website and must comply with the requirements set out on that website.

5.2 Late tenders

- 5.2.1 Tenders must be lodged by the Closing Time. The Closing Time may be extended by VicHealth in its absolute discretion by providing written notice to Tenderers.
- 5.2.2 Tenders lodged after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFT will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Tender may be accepted where the Tenderer can clearly demonstrate (to the satisfaction of VicHealth) that late lodgement of the Tender was caused by a system interruption in case of the eTender system or that access was denied or hindered in relation to the physical tender box or that a major/critical incident hindered the delivery of their tender documents and, in either case, that the integrity of the Tendering Process will not be compromised by accepting a Tender after the Closing Time.
- 5.2.3 The determination of VicHealth as to the actual time that a Tender is lodged is final. Subject to clause 5.2.2, all Tenders lodged after the Closing Time will be recorded by VicHealth and will only be opened for the purposes of identifying a business name and address of the Tenderer. VicHealth will inform a Tenderer whose Tender was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late tender to be returned within 5 working days of receipt / within 5 working days after determination not to accept a late tender.

6. Tender Documents

6.1 Tenderers' Responsibilities

- 6.1.1 Tenderers are responsible for:
- (a) examining this RFT and any documents referenced or attached to this RFT and any other information made available by VicHealth to Tenderers in connection with this RFT;
 - (b) fully informing themselves in relation to all matters arising from this RFT, including all matters regarding VicHealth's requirements for the provision of the Services;
 - (c) ensuring that their Tenders are accurate and complete;
 - (d) making their own enquiries and assessing all risks regarding the RFT, and fully incorporating the impact of any known and unknown risks into their Tender; and
 - (e) ensuring that they comply with all applicable laws in regards to the Tendering Process (including Part 2 of the *Fair Trading Act 1999*).

6.2 Preparation of Tenders

- 6.2.1 Tenderers must ensure that:
- (a) their Tender is presented in the required format as set out in RFT Part D; and

- (b) all the information fields in RFT Part D are completed and contain the information requested.

Note to Tenderers: VicHealth may in its absolute discretion reject a Tender that does not include the information requested or is not in the format required.

6.2.2 If VicHealth elects to shortlist any Tenderers, those shortlisted Tenderers may be required to provide the information requested in Parts E and F of this RFT. Tenderers may wish to prepare Parts E and F in order to ensure that they can respond to a request by VicHealth within the applicable timeframes but should not submit those Parts unless and until required to do so by VicHealth.

6.2.3 Unnecessarily elaborate responses or other presentations beyond what is sufficient to present a complete and effective proposal are not desired or required. Elaborate artwork and expensive visual and other presentation aids are not necessary.

6.3 Illegible content, alteration and erasures

6.3.1 Incomplete Tenders may be disqualified or assessed solely on the information contained in the Tender.

6.3.2 VicHealth may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Tenderer.

6.3.3 VicHealth may permit a Tenderer to correct an unintentional error in their Tender where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if VicHealth reasonably considers that the correction would materially alter the substance of the Tenderer's Response.

6.4 Obligation to notify errors

6.4.1 If, after a Tenderer's Response has been submitted, the Tenderer becomes aware of an error in the Tenderer's Response (including an error in pricing, but excluding clerical errors which would have no bearing on the assessment of the Tender), the Tenderer must promptly notify VicHealth of such error.

6.5 Responsibility for Tendering Costs

6.5.1 The Tenderer's participation or involvement in any stage of the Tendering Process is at the Tenderer's sole risk, cost and expense. VicHealth will not be responsible for, nor pay for, any expense or loss that may be incurred by Tenderers in relation to the preparation or lodgement of their Tenders.

6.5.2 In addition to clauses 3.1.1 and 3.1.2, VicHealth is not liable to the Tenderer for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Tenderer's participation in the Tendering Process, including without limitation, instances where:

- (a) the Tenderer is not engaged to perform under any contract; or
- (b) VicHealth exercises any right under this RFT or at law.

6.6 Disclosure of Tender contents and Tender information

6.6.1 Tenders will be treated as confidential by VicHealth. The State will not disclose Tender contents and Tender information, except:

- (a) as required by law (including, for the avoidance of doubt, as required under the *Freedom of Information Act 1982* (Vic) (FOI Act));
- (b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
- (c) to external consultants and advisers of VicHealth engaged to assist with the Tendering Process; or
- (d) general information from Tenderers required to be disclosed by government policy.

6.7 Use of Tenders

- 6.7.1 Upon submission in accordance with the requirements of clause 5 (Submission of Tenders) of RFT Part A and clause 1.7 of the Establishment Details of RFT Part A, all Tenders become the property of VicHealth. Tenderers will retain all ownership rights in any intellectual property contained in the Tender. The submission of a Tender does not transfer to VicHealth any ownership interest in the Tenderer's intellectual property rights or give VicHealth any rights in relation to the Tender, except as expressly set out below.
- 6.7.2 Each Tenderer, by submission of their Tender, is deemed to have licensed VicHealth to reproduce the whole, or any portion, of their Tender for the purposes of enabling VicHealth to assess the Tender.
- 6.7.3 Further, in submitting a Tender, the Tenderer accepts that VicHealth may, in accordance with the requirements of applicable Victorian Government policy, publish (on the internet or otherwise):
 - (a) the name of the successful or recommended Tenderer(s);
 - (b) the value of the successful Tender; and
 - (c) the Tenderer's name together with the provisions of the contract generally.

6.8 Period of validity

- 6.8.1 All Tenders must remain valid and open for acceptance for a minimum of 120 days from the Closing Time. This period may be extended by mutual agreement between VicHealth and the Tenderer.

6.9 Status of Tender

- 6.9.1 Each Tender constitutes an irrevocable offer by the Tenderer to VicHealth to provide the Services required under, and otherwise to satisfy the requirements of, the Specification (RFT Part B of this RFT) on the terms and conditions of the Proposed Contract (subject to the Statement of Compliance contained in RFT Part D of this RFT).
- 6.9.2 A Tender must not be conditional on:
 - (i) board approval of the Tenderer or any related body corporate of the Tenderer being obtained;
 - (ii) the Tenderer conducting due diligence or any other form of enquiry or investigation;
 - (iii) the Tenderer (or any other party) obtaining any regulatory approval or consent;

- (iv) the Tenderer obtaining the consent or approval of any third party; or
 - (v) the Tenderer stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 6.9.3 VicHealth may, in its absolute discretion, disregard any Tender that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other conditions).
- 6.9.4 VicHealth reserves the right to accept a Tender in part or in whole or to negotiate with a Tenderer in accordance with clause 8.3 (Unreasonable disadvantage) of RFT Part A.

7. Compliance with Specification and Proposed Contract

7.1 Compliance with Specification

- 7.1.1 Under RFT Part D of this RFT, a Tenderer must submit a tabulated statement showing, in order of the relevant clauses, its level of compliance with the Specification contained in RFT Part B of this RFT.
- 7.1.2 In particular, Tenderers must state if they will not comply with the Specification, or will only comply with the Specification subject to conditions. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the space provided in the tabulated statement contained in section 3 (Compliance with the Specification) of RFT Part D. No response is required in respect of a particular section of the Specification where Tenderers will comply with the Specification. Only sections that Tenderers will not comply with, or will only comply with subject to conditions, should be noted in the tabulated statement.
- 7.1.3 VicHealth is prepared to contemplate minor variations or departures from the Specifications proposed by Tenderers. However, Tenderers should note that significant or substantive variations or departures from the Specifications will not be viewed favourably unless the Tenderer is able to demonstrate to the satisfaction of VicHealth the necessity for such variations or departures.

Note to Tenderers: VicHealth will assume that a Tenderer's Response complies in all relevant respects with the Specification unless the Tenderer states otherwise. Failure to notify VicHealth of any non-compliance may result in a Tenderer's Response being disregarded.

- 7.1.4 For the purposes of this clause 7.1:
- (a) **Complies** means that in all respects the Tenderer's Response meets or otherwise satisfies all specified outputs, characteristics or standards.
 - (b) **Will comply subject to conditions** means that the specified outputs, characteristic or performance standard can only be met by the Tenderer subject to certain conditions.
 - (c) **Will not comply** means that the specified outputs, characteristic or performance standard is not met by the Tenderer's Response.

7.2 Compliance with the proposed contract

- 7.2.1 Under RFT Part D of this RFT, a Tenderer must also submit a tabulated statement, with numbering corresponding to the relevant clauses, detailing its level of compliance with the Proposed Contract contained in RFT Part C of this RFT.
- 7.2.2 In particular, Tenderers must state if they will not comply with the Proposed Contract (contained in Part C), or will only comply with the Proposed Contract subject to conditions. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the space provided in the tabulated statement contained in section 10 (Risk and insurance) of RFT Part D, together with any proposed amendments that would render the contractual provision acceptable to the Tenderer. No response is required in respect of a particular clause of the Proposed Contract where Tenderers will comply with the Proposed Contract. Only clauses that Tenderers will not comply with, or will only comply with subject to conditions should be noted in the tabulated statement.
- 7.2.3 VicHealth is prepared to contemplate minor variations or departures from the Proposed Contract proposed by Tenderers. However, Tenderers should note that significant or substantive variations or departures will not be viewed favourably unless the Tenderer is able to demonstrate the necessity for such variations or departures.

Note to Tenderers: VicHealth will assume that a Tenderer is able to and will in fact comply in all relevant respects with the Proposed Contract unless the Tenderer expressly states otherwise. Failure to notify VicHealth of any non-compliance may result in a Tenderer's Response being disregarded.

- 7.2.4 For the purposes of this clause 7.2:
- (a) **Complies** means that the Tenderer accepts the contractual provision in every respect (including the wording of the provision).
 - (b) **Will comply subject to conditions** means that the Tenderer will comply with the relevant contractual provision subject to certain specified conditions (which must be expressed in the part D response with any proposed amendments that would render the contractual provision acceptable to the Tenderer).
 - (c) **Will not comply** means that the Tenderer does not accept the contractual provision.

7.3 General

- 7.3.1 Indefinite responses such as “noted”, “to be discussed” or “to be negotiated” are not acceptable.
- 7.3.2 Where the Tenderer is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appear only as part of an attachment to the Tender, or be included in a general statement of the Tenderer's usual operating conditions.
- 7.3.3 An incomplete Tender may be disqualified or assessed solely on the information received with the Tender.

7.4 Alternative Tender

7.4.1 A Tenderer may submit an alternative proposal. An alternative proposal will only be accepted if:

- (a) the Tenderer also provides a conforming Tenderer's Response; and
- (b) the alternative proposal is clearly identified as an "Alternative Tender".

7.4.2 An Alternative Tender may:

- (a) not comply with the Specifications for the relevant Services due to inherent design or capability in the operation of the Services; or
- (b) provide the Services in a manner different to that specified in RFT Part B of the RFT.

7.4.3 Tenderers are encouraged to offer options or solutions which may, in an innovative way, contribute to VicHealth's ability to carry out its business in a more cost-effective manner. These may be related to:

- (a) the outputs, functional, performance and technical aspects of the requirement; or
- (b) minimisation of environmental impact;
- (c) opportunities for more advantageous commercial arrangements.

7.4.4 Any such options or solutions will be considered by VicHealth on a "commercial in confidence" basis if so requested by the Tenderer.

7.4.5 Where a Tenderer submits an offer which meets the requirements of the RFT in an alternative and practical manner, the Tender must also include any supplementary material (including such pricing and costing details as may be necessary to enable VicHealth to fully assess the financial impact of the alternative proposal), which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified requirements, together with references as to why the additional features may be advantageous.

7.4.6 VicHealth reserves the right to consider such offers on their merits or not to consider them at all.

8. Contract Disclosure Requirements

8.1 Freedom of Information

8.1.1 The Government has a strong presumption in favour of disclosing contracts and, in determining whether any clauses should be confidential, specific freedom of information principles (including a public interest test) will apply. However, if by agreement certain clauses are excised from public contracts, the Government cannot pre-empt the workings of the FOI Act or constrain the Auditor General's powers to secure and publish documents as he or she sees fit.

8.1.2 The Conditions of Tendering include a provision for the disclosure of contract information (refer clause 6.7 (Use of Tender) in RFT Part A dealing with "Use of Tenders").

8.1.3 The provisions of the Proposed Contract in regard to confidentiality and disclosure should also be noted.

8.1.4 This provision is consistent with the Government's presumption of the full disclosure of contracts. Any non-disclosure of contract provisions must be justified by the successful Tenderer by applying the principles for exemption under the provisions of the FOI Act. Section 34(1) of the FOI Act provides that information acquired by an agency or a Minister from a business, commercial or financial undertaking is exempt under the FOI Act if the information relates to trade secrets or other matters of a business, commercial or financial nature and the disclosure would be likely to expose the undertaking unreasonably to disadvantage.

8.1.5 If a Tenderer wishes to withhold the disclosure of specific contract information, the Tenderer must clearly outline how the release of this information will expose trade secrets or expose the business unreasonably to disadvantage.

8.2 Environmental claims

VicHealth wishes to be informed of any claims made by Tenderers about the benefit, including environment benefits, of the Services that are offered by them.

8.3 Trade secrets

8.3.1 In considering whether specific information should be categorised as a trade secret, Tenderers should assess:

- (a) the extent to which it is known outside of the Tenderer's business;
- (b) the extent to which it is known by the persons engaged in the Tenderer's business;
- (c) any measures taken to guard its secrecy;
- (d) its value to the Tenderer's business and to any competitors;
- (e) the amount of money and effort invested in developing the information; and
- (f) the ease or difficulty with which others may acquire or develop this information.

8.4 Unreasonable disadvantage

8.4.1 In determining whether disclosure of specific information will expose a Tenderer's business unreasonably to disadvantage, you should consider section 34(2) of the FOI Act. Broadly, you should consider:

- (a) whether the information is generally available to competitors; and
- (b) whether it could be disclosed without causing substantial harm to the competitive position of the business.

8.4.2 VicHealth will consider these applications in the Tender assessment and negotiations with Tenderers.

9. Assessment of Tenders

9.1 Assessment process

- 9.1.1 Following the Closing Time, VicHealth intends to assess the Tenders received. Tenders will be assessed against the Assessment Criteria specified in clause 9.2 (Assessment Criteria Format) of RFT Part A.
- 9.1.2 Without limiting VicHealth's rights in the RFT, VicHealth may at any time during the Tendering Process choose to:
- (a) shortlist multiple Tenderers;
 - (b) commence or continue discussions with all or some Tenderers without shortlisting any Tenderers; or
 - (c) accept one or more of the Tenders.
- 9.1.3 Unless the Assessment Criteria explicitly require, VicHealth may, but is not in any way bound to, shortlist, to select as successful, or to accept the Tender offering the lowest price.
- 9.1.4 Should VicHealth choose to include a shortlisting stage in its assessment process, VicHealth is not, at any time, required to notify Tenderers or any other person or organisation interested in submitting a Tender.
- 9.1.5 A Tenderer's Response will not be deemed to be unsuccessful until such time as the Tenderer is formally notified of that fact by VicHealth. The commencement of negotiations by VicHealth with one or more other Tenderers is not to be taken as an indication that any particular Tenderer's Response has not been successful.

9.2 Assessment criteria format

- 9.2.1 The assessment criteria can be weighted to reflect the importance of project requirements noted in RFT Part B of the Specifications.
- 9.2.2 In assessing Tenderer's Responses, VicHealth will have regard to:
- (a) specific assessment criteria identified in the list below;
 - (b) the overall value for money proposition presented in the Tenderer's Response; and
 - (c) particular weighting assigned to any or all of the criteria specified in the table below (noting that any criteria for which a weighting has not been assigned should be assumed to have equal weighting).
- 9.2.3 For the purposes of clause 9.2.2, "value for money" is a measurement of financial and non financial factors, including:
- (a) quality levels;
 - (b) performance standards; and
 - (c) environmental benefits/impacts.
- 9.2.4 Value for money will be assessed on a 'whole of life' basis (including the transitioning-in, the contract term and the transitioning-out phases of the relationship between VicHealth and a Tenderer), with a view to long-term sustainability of the value for money proposition and with a focus on ensuring

that value for money outcomes are promoted and protected following the conclusion of any contract that may result from this RFT.

Assessment criteria:	Assessment approach
<i>Functional Specifications</i>	<i>Weighting and Scores</i>
1. Understanding of the Brief	20%
2. Organisational Capability and Capacity	30%
3. Examples of Relevant Work	20%
4. Skills, Capabilities and Capacity of Project Team	20%
5. Approach to Risk Management, Compliance and Quality	10%
6. Social Procurement and Sustainability	
7. Harmful Industry Relationships with alcohol, unhealthy food, sugary drink and gambling industries	Assessed against guiding principles
Mandatory Assessment Criteria	Pass/ Fail
8. <i>Relationship with the tobacco industry within the past 5 years</i>	
9. <i>Contractual Compliance</i>	
10. <i>Financial viability</i>	
11. <i>Risk and Insurance</i>	
12. <i>Individual Conflict of Interest</i>	
13. <i>Supplier Code of Conduct</i>	
14. <i>Any other matters</i>	
Financial	Value for money assessment ranked 1st, 2nd, 3rd etc
15. Costings	

9.3 Clarification of Tender

- 9.3.1 VicHealth may seek clarification from and enter into discussions with any or all of the Tenderers in relation to their Tender. VicHealth may use such information in interpreting the Tender and assessing the cost and risk to the Lead Departing of accepting the Tender. Failure to supply clarification to the satisfaction of VicHealth may render the Tender liable to disqualification.
- 9.3.2 VicHealth is under no obligation to seek clarification of anything in a Tender and VicHealth reserves the right to disregard any clarification that VicHealth considers to be unsolicited or otherwise impermissible in accordance with the rules set out in this RFT Part A.

9.4 Discussion with Tenderers

- 9.4.1 VicHealth may elect to engage in detailed discussions with any one or more Tenderers, with a view to maximising the benefits of the RFT as measured against the assessment criteria set out in clause 9.2 and fully understanding a Tenderer's offer, including risk allocation.
- 9.4.2 As part of this process, VicHealth may request such Tenderer(s) to improve one or more aspects of their Tender, including any technical, financial, corporate or legal components.

- 9.4.3 In its absolute discretion, VicHealth may invite some or all Tenderers to give a presentation to VicHealth in relation to their submissions.
- 9.4.4 VicHealth is under no obligation to undertake discussions with, or to invite any presentations from, Tenderers.
- 9.4.5 In addition to presentations and discussions, VicHealth may request some or all Tenderers to:
- (a) conduct a site visit;
 - (b) provide references or additional information; and/or
 - (c) make themselves available for panel interviews.

9.5 Best and final offers

- 9.5.1 Tenderers or, where the Tendering Process involves a shortlisting process, shortlisted Tenderers, may be invited by VicHealth to submit a best and final offer in relation to all or certain aspects of their respective Tenders.
- 9.5.2 VicHealth is under no obligation to give Tenderers the opportunity to submit a best and final offer. If VicHealth chooses to give Tenderers the opportunity to submit a best and final offer, it is under no obligation to give notification before the Closing Time that such opportunity will be given.
- 9.5.3 Notwithstanding the possibility that VicHealth may give Tenderers the opportunity to submit a best and final offer, Tenderers should be aware that VicHealth will, in conducting its assessment of Tenders, rely on all information (including all representations) contained in such Tenders. Tenderers are therefore encouraged to submit their best and final offers in the first instance.
- 9.5.4 Any one or more Tenderers may be required to submit an executed contract based on the Tender as part of their best and final offer. Unless and until VicHealth executes such contract, submission of a contract capable of acceptance by VicHealth does not and will not be taken to give rise to a binding contract (express or implied) between a Tenderer and VicHealth.

10. Successful Tenders

10.1 No legally binding contract

- 10.1.1 Selection as a successful Tenderer does not give rise to a contract (express or implied) between the successful Tenderer and VicHealth for the supply of the Services. No legal relationship will exist between VicHealth and a successful Tenderer for the supply of the Services until such time as a binding contract is executed by them.

10.2 Pre-contractual negotiations

- 10.2.1 VicHealth may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Tenderer.
- 10.2.2 A Tenderer is bound by its Tender (including the Statement of Compliance to the Proposed Contract forming part of the Tenderer's Response) and, if selected as a successful Tenderer, must enter into a contract on the basis of the Tender without negotiation.

10.3 No Obligation to enter into contract

- 10.3.1 VicHealth is under no obligation to appoint a successful Tenderer or Tenderers (as the case may be), or to enter into a contract with a successful Tenderer or any other person, if it is unable to identify a Tender that complies in all relevant respects with the requirements of VicHealth, or if to do so would otherwise not be in the public interest. For the avoidance of any doubt, in these circumstances VicHealth will be free to proceed via any alternative process.
- 10.3.2 VicHealth may conduct a debriefing session for all Tenderers (successful and unsuccessful). Attendance at such debriefing session is optional.

11. Supplier Code of Conduct

- 11.1.1 VicHealth as a statutory body under the Victorian State Government, is committed to ethical, sustainable and socially responsible procurement. In ensuring that our suppliers maintain the same values as the Government, the State has established a [Supplier Code of Conduct](#) (the Code). Please complete the Supplier Code of Conduct Commitment in Appendix B.

12. Additional Rules

- 12.1.1 Any rules governing the RFT or the Tendering Process in addition to those set out in this RFT Part A, are set out in clause 1.7 Additional Rules of RFT Part A.

13. Tenderer Warranties

- 13.1.1 By submitting a Tender, a Tenderer warrants that:
- (a) in lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of VicHealth, its officers, employees, agents or advisers other than any statement, warranty or representation expressly contained in the RFT;
 - (b) it did not use the improper assistance of VicHealth employees or information unlawfully obtained from VicHealth in compiling its Tender;
 - (c) it is responsible for all costs and expenses related to the preparation and lodgement of its Tender, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
 - (d) it otherwise accepts and will comply with the rules set out in this RFT Part A of the RFT; and
 - (e) it will provide additional information in a timely manner as requested by VicHealth to clarify any matters contained in the Tender.

14. VicHealth's Rights

- 14.1.1 Notwithstanding anything else in this RFT, and without limiting its rights at law or otherwise, VicHealth reserves the right, in its absolute discretion at any time, to:
- (a) cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;

- (b) alter the structure and/or the timing of the RFT or the Tendering Process;
- (c) vary or extend any time or date specified in this RFT for all or any Tenderers or other persons;
- (d) terminate the participation of any Tenderer or any other person in the Tendering Process;
- (e) require additional information or clarification from any Tenderer or any other person or provide additional information or clarification;
- (f) negotiate with any one or more Tenderers and allow any Tenderer to alter its Tender;
- (g) call for new Tenders;
- (h) reject any Tender received after the Closing Time;
- (i) reject any Tender that does not comply with the requirements of this RFT; or
- (j) consider and accept or reject any alternative tender.

15. Governing Law

- 15.1.1 This RFT and the Tendering Process is governed by the laws applying in the State of Victoria.
- 15.1.2 Each Tenderer must comply with all relevant laws in preparing and lodging its Tender and in taking part in the Tendering Process.

16. Interpretation

16.1 Definitions

- 16.1.1 In this Request for Tender, unless a contrary intention is apparent:

Activation: A public presentation of artwork and arts experiences produced throughout the *Future Reset (Arts Move The Dial)* initiative. Activations could include (for example) exhibitions, performances, installations or other events or experiences through which others can engage with the art works created

Arts Move the Dial : Titled as Future Reset – the initiative as a whole that is subject of this RFT process.

Arts Projects: The projects (determined by the Collective in collaboration/consultation with Young People and other stakeholders) funded under the *Future Reset (Arts Move the Dial)* initiative through which Young People create and produce art that is ultimately presented in the Activations

Assessment Criteria means the criteria set out in clause 9.2 (Assessment Criteria Format) of RFT Part A.

Business Day means a day which is not a Saturday, Sunday or public holiday (being a public holiday appointed as such under the *Public Holidays Act 1993 (Vic)*) in Melbourne.

Closing Time means the time specified as such in clause 1.4 (Indicative Timetable) of RFT Part A by which Tenders must be received.

Collective: A group of arts organisations to be engaged by VicHealth, plus VicHealth itself, who will collaborate to deliver the outcomes of *Future Reset (Arts Move the Dial)*

Contracts & Procurement Coordinator means the person so designated in clause 1.2 (Project Manager and Contracts & Procurement Coordinator) of RFT Part A.

Delivery Partners: Organisations or individuals engaged by Collective Partners to be involved in the delivery of Arts Projects and/ or Activations. These could include local community organisations, Local Government, schools, other youth institutions, artists, mentors, etc.

Evaluator: A third party program evaluator engaged by VicHealth to undertake a formal program evaluation of the *Future Reset (Arts Move the Dial)* initiative and report on overall outputs, outcomes and impact

Harmful Industry Relationships includes brands, companies or organisations who profit from products that are harmful to health and wellbeing including tobacco, gambling, alcohol, unhealthy food and sugary drinks.

Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Ongoing Requirements: Three distinct requirements to be delivered on by VicHealth and the Collective throughout the duration of *Future Reset (Arts Move the Dial)*, as set out in the *Process and Roles* section

Participants: Creative Young People who participate in the respective Arts Projects and Activations delivered under *Future Reset (Arts Move the Dial)*, for example by their involvement in creating art and/ or producing and delivering Activations

Phases: Four distinct Phases of work that will be undertaken by the Service Providers and the Collective to deliver on *Future Reset (Arts Move the Dial)*, as set out in the *Process* section

Portal: A bespoke website to be developed by VicHealth (via engagement of a third party) to house a fully curated, 'living' archive of the entire *Future Reset (Arts Move the Dial)* process, including (for example) interactions between people throughout the process, art works developed, stories and experiences

Project Manager means the person so designated in clause 1.2 (Project Manager and Contracts & Procurement Coordinator) of RFT Part A.

Proposed Contract means the agreement and any other terms and conditions contained in or referred to in RFT Part C of this RFT.

Reference Schedule means the schedule so designated forming part of RFT Part A of this RFT.

Request For Tender or **RFT** means this document (comprising each of the parts identified in clause 2 Rules Governing this RFT and the Tendering Process of this RFT Part A) and any other documents so designated by VicHealth.

Research Partner: A suitably qualified third party (most likely a University) commissioned by VicHealth to undertake a research piece to understand the impacts of *Future Reset (Arts Move the Dial)* on (for example) the individuals involved, organisations and communities

SEIFA: 'Socio-Economic Indexes for Areas' – provides measures of socio-economic conditions by geographic area.

Services means the services required by VicHealth, as specified in RFT Part B of this RFT.

Social Connection: Outcomes as a result of meaningful activity that is carried out in safe spaces which allows Young People and other community members to build a self of belonging, enhance their mental wellbeing and feel supported.

Specification means any specification or description of VicHealth's requirements contained in RFT Part B of this RFT.

State means the Crown in right of the State of Victoria.

Statement of Compliance means the statement forming part of a Tender indicating the Tenderer's compliance with the Specification and the Proposed Contract.

Tender means a document lodged by a Tenderer in response to this RFT containing an offer to provide Services in accordance with the Specification.

Tenderer means a person or organisation that submits a Tender.

Tendering Process means the process commenced by the issuing of this Request for Tender and concluding upon formal announcement by VicHealth of the selection of a successful Tenderer(s) or upon the earlier termination of the process.

Tenders Website means the website administered by the Victorian Department of Treasury and Finance located at universal resource locator www.tenders.vic.gov.au.

VicHealth means the government department or agency (as specified in clause 1.1 (VicHealth) of RFT Part A) responsible for the Tendering Process.

Young Creative Leaders: Young people aged 18 to 30 with the necessary skills, knowledge and expertise, engaged by Service Providers to be involved in the design of the Activations

16.2 Interpretation

16.2.1 In this RFT, unless expressly provided otherwise:

- (a) a reference to:
 - i) "includes" or "including" means includes or including without limitation; and
 - ii) "\$" or "dollars" is a reference to the lawful currency of the Commonwealth of Australia; and
- (b) if a word or phrase is defined its other grammatical forms have corresponding meanings.

16.3 Inconsistency

16.3.1 If there is any inconsistency between any part of this RFT, a descending order of precedence must be accorded to:

- (a) the conditions of tendering in Part A of this RFT and any annexes or attachments;
- (b) the Tenderer's response in Part D of this RFT;
- (c) the Proposed Contract in Part C of this RFT;
- (d) any other part of this RFT,

RFT PART B – SPECIFICATION

VicHealth

Request for Tender (RFT)

For the provision of expertise to collaboratively design on VicHealth's *Future Reset (Arts Move the Dial)* initiative), in which Young People create and produce Art Projects that are presented in place-based Activations for Young People and their communities.

1. Background and Introduction

The Victorian Health Promotion Foundation (VicHealth) is the world's first health promotion foundation, established by the Victorian Parliament as part of the Tobacco Act of 1987.

Our primary focus is promoting good health and preventing chronic disease. We create and fund world-class interventions. We conduct vital research to advance Victoria's population health. We produce and support public campaigns to promote a healthier Victoria. We provide transformational expertise and insights to government.

As we continue to respond to the challenges of bushfires, coronavirus, and a rapidly changing world, collective health and wellbeing has never been more important. And young people have been hardest hit.

VicHealth is evolving its Action Agenda to best deliver impact through the final three years of the strategy. This evolution is driven by our ongoing research, and insights from surveys during the coronavirus pandemic, highlighting:

- The food system has not been designed to meet the needs of young people aged 0-25 and people who experience structural disadvantage
- Social and physical environments that enable Social Connection are not adequately accessible to young people aged 0-25 and people who experience structural disadvantage
- Suitable physical activity opportunities are not available for young people aged 0-25 and people who experience structural disadvantage

1.1 Future Healthy

1.1.1 Overview

Future Healthy is a bold and responsive initiative that will improve the health and wellbeing of Victorians by:

- Improving access to delicious, healthy and affordable food.
- Building meaningful social connections and inclusive environments.

- Creating neighbourhoods and spaces where people feel safe, welcome and confident to be physically active

We're investing \$45million over three years. Committing to major new investments in arts and culture, the food sector, recreation and sport. And working closely with partner organisations and local communities along the way.

Future Healthy will engage with young people at a scale never seen before, so they can share their lived experiences, and help to inform and shape solutions.

Future Healthy has a strong equity focus so it is essential that we are engaging those who experience more barriers to good health than the rest of the population. This includes but is not limited to those on a low income, those with culturally and linguistically diverse backgrounds, Aboriginal and/or Torres Strait Islander peoples, people with a disability, those from rural, regional or bushfire affected areas and LGBTIQ+ communities.

1.1.2 Investment Streams

The Future Healthy investment comprises:

- **Make it Happen Grants** – focused investments to get important work done in Victorian communities now
- **Big Difference Grants** – supporting new ideas that have huge potential for impact
- **Move the Dial Investments** – delivering major programs of work that will move the dial on health challenges
- **Community-inspired Movement** – community conversations, and amplification of these, to ensure the work is inspired by, informed by and shaped by the people of Victoria
- **Collaboration** – leveraging collaborations and contributions from our partners to achieve the most impact
- **Evaluation and Learning** – monitoring our success, adapting quickly and sharing our learning and insights

The investment package under which this initiative sits is 'Move the Dial Investments'.

1.2 Move the Dial Investments

Move the Dial Investments are VicHealth's major programs of work that we will deliver throughout Future Healthy, with the aim of moving the dial on health challenges.

These will involve engaging with partners who can work with us to create big impact. These investments will be delivered across the three priority areas; Active Communities and Sport; Social Connection and Mental Wellbeing; and Healthy and Sustainable Food Systems.

The investment package subject of this RFT is *Future Reset (Arts Move The Dial) - Young People leading healthy futures through Arts and Creativity*. This project sits within the Move the Dial investment stream in the Social Connection and Mental Wellbeing domain.

1.3 *Future Reset (Arts Move The Dial) - Young People leading healthy futures through Arts and Creativity*

As part of VicHealth’s ground-breaking initiative Future Healthy, young people were asked about what they want and need, to help create their own healthy futures which aligns with our Health Equity priorities. Young people highlighted the following through stories, experiences and insights:

- They care deeply about equity and fairness and opportunities for all people of Victoria
- They want choice about meaningful activities for Social Connection and mental wellbeing
- They want more local, accessible spaces that are welcoming to young people
- They want opportunities to strengthen cultural identities and feel safe in their communities
- They want opportunities for intergenerational exchanges and building intercultural relationships

More specifically, young creatives, culture and change makers with diverse lived experience emphasized the importance of:

- Arts opportunities that centre wellbeing and care
- Arts opportunities that are intercultural and build Social Connections for those experiencing structural discrimination
- Mentoring and support from trusted professionals in the arts and creative sectors
- Paid opportunities to create arts projects by and for young people

In response, VicHealth has developed *Future Reset (Arts Move the Dial)* that will see an exciting array of youth led arts activations across Melbourne and regional Victoria over the next three years. These activations will be designed, developed and delivered with the leadership of young people for young people, and will offer multiple opportunities for meaningful social connection through creativity and the arts.

1.3.1 Summary of Services and Deliverables of *Future Reset (Arts Move the Dial)*

Services	Provide expertise on subject matter i.e., working with target communities and the planning of a Program of Work of proposed Arts Projects and related Activation(s) in collaboration with a Young Creative Leaders and other appointed Service Providers.
Deliverables / Metrics	<ol style="list-style-type: none"> 1. Participation in the development and delivery (including selected resourcing) of an Arts-focused Social Connection and Mental Wellbeing Summit with Young People (VicHealth will coordinate and partly resource this) 2. A proposed Program of Work 3. Fully resourced and costed Project Plans for each individual Arts Project and related Activation(s) (e.g. outlining all individual Arts Projects, timing, project leads, etc.)

	4. Creative documentation of the co-design process with young people, target communities as preparation for development of Program of Work, to be presented to stakeholders
Term	Up to 12 months - From the commencement of the initiative until the deliverables have been completed

1.3.2 Summary of *Future Reset (Arts Move the Dial)*

As background and contextual information and to support Service Providers in understanding the specific services and deliverables, a summary and overview of the *Future Reset (Arts Move the Dial)* is provided in Appendix D. The table below provides some of the summary information.

Objectives	<p>The objectives of <i>Future Reset (Arts Move the Dial)</i> is to deliver:</p> <ul style="list-style-type: none"> • Increased opportunities for Young People not currently engaging with the arts to do so • The development of new, practical and transferable skills for Young People involved in the creation, development and production of Arts Projects and Activations occurring under the Initiative • Opportunities for Young People to have new, increased and meaningful Social Connections • New partnerships between organisations that are not currently working/ partnering together • Young people that are more socially connected through opportunities to engage in safe spaces offering meaningful, arts-based activities
Scope and Outputs of Arts Projects and Activations	<p><i>Future Reset (Arts Move the Dial)</i> will take a creative and diverse approach to the kind of Arts Projects and Activations delivered. Importantly, these will be primarily driven by the needs, wants and desires of Young People. In combination, the Arts Projects and Activations will deliver a diverse program of work that offers new or different opportunities for Young People to participate in the arts.</p> <p>Nature of Arts Projects and Activations</p> <p>Arts Projects and related Activations:</p> <ul style="list-style-type: none"> • Can relate to any (or multiple) art disciplines (e.g. visual, performance, written, spoken word, dance, film, installations etc) • Can include the act of creating art, and/ or can include exhibiting, presenting or performing artistic outcomes

	<ul style="list-style-type: none"> • Need to be new or different from existing opportunities for engagement with the arts that are available for the target market in the local area • Will be provided at low cost or no cost to the Young People involved and audience members or attendees at Activations <p>Opportunities for participation of Young People</p> <p>Arts Projects and Activations will:</p> <ul style="list-style-type: none"> • Provide Young People opportunities for Social Connections through engaging with the arts and creativity, as well as other participants • Engage Young People in: <ul style="list-style-type: none"> ○ Planning and creating artistic outputs ○ The production of Activations ○ Connecting with artistic outputs (e.g. via discussion, consumption and appreciation, or other ways of engaging) • Include a 'public connection' component (i.e. the Activation), for example, a presentation, performance, experience etc, that: <ul style="list-style-type: none"> ○ Enables widespread engagement with the Activations beyond those involved in their creation and production ○ Has a focus on 'connecting' Young People to the arts, to each other and their communities <p>As a guide, the following expectations or minimum requirements will inform the development of the Program of Work and agreed outputs:</p> <ul style="list-style-type: none"> • The locations of Arts Projects and Activations across the state will be apportioned approximately: 20% regional, 30% interface and 50% Outer Metro • Audiences of 100+ per Activation will be made up of at least 50% Young People with the remainder being from wider population groups • Each Arts Project and Activation will engage 10 to 50 Young People in the co-creation and co-delivery (e.g. as members of the creative team, volunteers, production, marketing etc) • <i>Future Reset (Arts Move The Dial)</i> will work to deliver a minimum of 16 major activations across eight to 10 LGAs <p>With the estimates provided above, we anticipate the <i>Future Reset (Arts Move the Dial)</i> reaching between 50,000 and 80,000 Young People overall, inclusive of Young Creative Leaders, Participants and audiences. For clarity, these expectations refer to the <i>Future Reset (Arts Move the</i></p>
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	<p><i>Dial</i>) initiative as a whole. Specific outputs, KPIs or targets for individual Arts Projects and related Activation(s) will be agreed with VicHealth in due course. We expect the Arts Projects to range in scale and for Activations to have maximum reach for both participants and audiences of young people.</p> <p>In addition, it is noted that the outcomes and impact of this project are also crucial to the overall success of the initiative. These will be confirmed through a project evaluator (to be appointed and managed by VicHealth).</p>
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2. Purpose and Requirements

2.1 Purpose

The purpose of the Request for Tender is for VicHealth to engage a group of suitably qualified organisations that are focused on arts and creativity to collaborate with each other and with other organisations, partners and Young People to design on the objectives of *Future Reset (Arts Move the Dial)*, as described in section 1.3.2.

2.2 Requirements

To deliver on these objectives, Service Providers will be required to:

1. Engage (in a paid capacity) a Young Creative Leader to add their expertise and input in the design of Arts Projects, in addition to the Service Provider's primary project 2cf sdvsc fase
2. Attend, as well as support the Young Creative Leader to attend, actively participate in and contribute expertise to workshops, meetings and other activities
3. Collectively develop a program of Arts Projects and Activations ('the Program of Work')
4. Develop fully resourced and costed budgets for Arts Projects and Activations that VicHealth will later designate lead agencies for as per the Program of Work
5. Establish and build relationships with the other Service Providers and other organisations and individuals with the capability and expertise to enhance the *Future Reset (Arts Move the Dial)* initiative
6. Participation in the development and delivery (including selected resourcing) of an Arts-focused Social Connection and Mental Wellbeing Summit with young people, to be held in the fourth quarter of 2022.

Any programs designed in this Service Agreement may be implemented by VicHealth and funding may be provided.

2.2.1 Considerations for Program of Work

In addition to referencing the context in which the Arts Projects and Activations need to be delivered in, VicHealth will require the Service providers to demonstrate their capacity to design taking into consideration locations and roll-outs that:

- Are outer and inner metropolitan, interface and regional
- focused on low-SEIFA/ social-economic status local government areas but may include specific communities within higher SEIFA LGAs (e.g., public housing communities)
- can be informed by (for example) VicHealth’s objectives, target audience communities and locations that meet the criteria regarding barriers to participation
- Are adaptive to a ‘live’, face-to-face experience that provides opportunities for Social Connection, as well as has a degree of flexibility to ensure that they adhere to any restrictions or protocols surrounding public gatherings in place at the time (this may include incorporating digital elements into Activations)
- Work in sites that are approved for usage by relevant authorities and need to ensure that they are safe, welcoming, inclusive and culturally appropriate spaces for the target audiences. Sites could include but are not limited to: Outdoor public spaces (parks, streets and shopfronts, town centre strips), Community centres, libraries and arts venues, Schools / Tertiary institutions, Commercial or privately owned venues (arts galleries, shopping centres), Theatres, studios, recreational facilities.

2.2.2 The Anticipated Work Flow

VicHealth envisages that this RFT is focused on the design of the Program of Work for *Future Reset (Arts Move the Dial)* that will take place as the first phase of the whole project, along with two out of three ‘Ongoing Requirements’, (i.e., activities undertaken throughout the duration of *Future Reset (Arts Move the Dial)* across all phases).

For context, the full workflow detailing the phased approach is outlined in Figure 1 of Appendix D.

2.2.2.1 Phase 1: Develop the Program of Work

Phase Objective

Propose a Program of Work setting out (for example) the locations, target audiences and concepts for the Arts Projects and Activations and develop project plans

Time Period/ Duration

Approximately ten to twelve months

Key Tasks and Activities

- Undertake discovery work to identify areas of critical need/ opportunity (e.g. locations, populations, etc) and document findings
- Undertake workshop(s) to prioritise needs/ opportunities
- Develop fully resourced and costed project plans for each Arts Project and related Activation(s), including a communications/ marketing plan to promote the Arts projects and related Activation(s)
- Participate in the development and delivery (including selected resourcing, e.g., programming and marketing) of an Arts-focused Social Connection and Mental Wellbeing

Summit with Young People (VicHealth will coordinate and resource the logistics of the summit)

- Identify opportunities of potential stories/ narratives of interest in the proposed Program of Work
- Identify and co-design with appropriate communities and stakeholders that would be engaged in the delivery of the Arts Projects and related Activation(s), for examples, Local Governments, Third party suppliers (e.g. facilities/ venues, facilitators/ mentors, consumable suppliers), Local community organisations, Schools, Facilities/ venues, Media
- Provide other insights in relation to *Future Reset (Arts Move the Dial)* as a whole or specific Arts Projects/ Activations
- Consider risk and compliance (including child protection and insurance) across all activities, including collaboration with partners, and the planning of Arts Projects and Activations

Outputs

- A proposed Program of Work
- Fully resourced and costed Project Plans for each individual Arts Project and Activation (e.g. outlining all individual Arts Projects, timing, project leads, etc.)
- Creative documentation of the co-design process with young people, target communities as preparation for development of Program of Work, to be presented to stakeholders
- Participation in the development and delivery (including selected resourcing) of an Arts-focused Social Connection and Mental Wellbeing Summit with young people
- Young Creative Leaders engaged as part of the design process (one for each Service Provider)

Other Desired Outcomes

- Skills/ capabilities developed among Young Creative Leaders and Service Providers

2.2.2.2 Ongoing Requirement B: Capture the Process, People, Places and Spaces and Tell the Story

Phase Objective

Amplify the impact of the initiative by capturing and sharing the unique stories and Social Connections that arise

Time Period/ Duration

To occur throughout the duration of the Service Provider's involvement

Key Tasks and Activities (selected as relevant to Service Providers only)

- Provide those responsible for telling the stories access to the Service Providers and Participants to allow them to capture content (video, still image, written, spoken word, etc)

Outputs

- Written, video, still image, spoken word or other types of content telling stories about the process as a whole, including:
 - The design/ development of the Program of Work
 - The experiences of individuals or groups throughout any or all parts of the process
 - The Social Connections emanating from the initiative

Other Desired Outcomes

- A record of the process for VicHealth

2.2.2.3 Ongoing Requirement C: Monitoring, Evaluation and Continual Improvement

Phase Objective

Understand and (where possible) quantify the impact of the initiative, learn lessons and continually improve along the way

Time Period/ Duration

To occur throughout the duration of the Service Provider's involvement

Key Tasks and Activities (selected as relevant to Service Providers only)

- Enable Program Evaluation, including:
 - Propose and determine objectives/ success measures that would inform an Evaluation framework for the Arts Projects and related Activation(s)
 - Propose and determine data collection processes and 'feedback loops'

Outputs

- An Evaluation Framework/ Plan, including (for example):
 - Desired objectives and outcomes
 - Program Logic/ Theory of Change, etc. summarising the logic as to how the outcomes will be achieved
 - How objectives/ outcomes will be measured and the specific data required to measure them
 - How that data will be captured (e.g. data collection mechanisms and protocols)

3. Provider Competencies

In order to effectively deliver on its requirements, VicHealth expects that its selected Service Providers will possess (at a minimum) the following competencies and attributes:

- A track record of safe and responsive youth-led work, co-designed and co-delivered work with communities that face structural injustices
- Experience working with young people in metropolitan, interface and regional communities
- Experience working with Young People aged 12 to 25, including those who are from First Nations communities, identify as LGBTIQ+, are from regional/ rural communities, are from migrant and refugee communities or communities of colour or are living with disabilities
- Appropriate, established networks, partnerships and relationships to design with, as required
- Established systems, methodologies and approaches that are consistent with that intended for the initiative (e.g. youth-led, collaborative, networked)
- Project/ program management capabilities
- Experience in arts program and event design and delivery, including co-design
- In-depth understanding of the Arts-specific capabilities, including creative capabilities and expertise of key people in one or more arts disciplines
- Skills, knowledge and experience around using the arts as a vehicle for Social Connection and mental wellbeing
- Experience working in both the government, private and community sectors
- Financial viability and resourcing capacity to be able to receive funding and deliver on the objectives of *Future Reset (Arts Move the Dial)*

4. Governance and Reporting

4.1 Project Governance

A project governance structure will be established for the development of the *Future Reset (Arts Move the Dial)* initiative. At a high level, VicHealth envisages that the governance structure will comprise of a Project Control Group, consisting of two senior personnel from VicHealth, and a VicHealth Project Manager:

- The VicHealth Project Manager will be the key point of contact with the Service Providers day-to-day correspondence and activities.
- The Project Control Group will be responsible for steering, overseeing and supporting *Future Reset (Move The Dial)*, including ensuring that the direction of the Move The Dial investments remains consistent with government objectives, resolving issues escalated by the VicHealth Project Manager, and provide final approval and sign-off on the deliverables including Program of Work.

It is also envisaged that Local Reference Groups (or similar) may be established to support local stakeholder engagement and in the planning of specific Arts Projects and Activations. Such Local Reference Groups will be managed by the relevant Service Providers for the relevant Arts Project and Activations being proposed.

4.2 Reporting

VicHealth will expect the following minimum standards of reporting by the Service Providers:

- Bi-Monthly status updates on the planning of Program of Work
- Formal transmission of Arts Project/ Activation Project Plans in accordance with the agreed Program of Work

It is noted that additional reporting may be determined during the development of Program of Work and required in relation to Arts Projects and Activations to comply with the any subsequent relevant grant funding agreements (e.g. financial reporting, acquittals).

5. Evaluation Criteria

Tenderer's Responses will be evaluated against the following criteria.

Assessment Criteria	Assessment Approach
<i>Functional Specifications (weighted criteria)</i>	
<p><i>(1) Understanding of the Brief</i></p> <ul style="list-style-type: none"> • Demonstrated strong understanding of <i>Future Reset (Arts Move the Dial)</i>, including: <ul style="list-style-type: none"> ○ What VicHealth is trying to achieve ○ VicHealth's desired approach ○ The commitment of the Provider to actively participating in VicHealth's desired approach ○ Key risks and issues 	Weighted and scored (20%)
<p><i>(2) Organisational Capability and Capacity</i></p> <ul style="list-style-type: none"> • Established networks and partnerships with relevant organisations in metropolitan, interface and regional locations in Victoria • Operational and financial capacity to deliver on the role as Service Provider, including as potential to join the Collective as a 'lead organisation' for the delivery of Arts Projects and Activations 	Weighted and scored (30%)

<ul style="list-style-type: none"> • Demonstrated ability to potentially lead delivery of Arts Projects/ Activations at the required scale, including across metropolitan and regional Locations (including relevant supporting systems/ processes) • Organisational expertise/ capabilities undertaking safe and responsive youth-led work and co-design with communities that face structural injustices • Organisational expertise/ capabilities in one or more discipline(s) of the arts 	
<p><i>(3) Examples of Relevant Work</i></p> <ul style="list-style-type: none"> • Relevant and recent past experience of using the arts as a vehicle for Social Connection and impact (especially with young people) • Relevant and recent past experience demonstrating a youth-led, collaborative, networked approach to delivering arts programs/ projects/ activations • Relevant and recent past experience working with young people (aged 12 to 30), including the following ‘sub-cohorts’: <ul style="list-style-type: none"> ○ First Nations communities ○ LGBTQIA+ ○ Regional / Rural communities ○ People living with disabilities ○ Migrant and refugee / Communities of Colour • Relevant and recent past experience working in partnership with government on government-funded arts initiatives; and / or working in partnership with other arts organisations or community groups on arts initiatives • Extent of creativity and innovation demonstrated in the examples/ case studies provided 	
<p><i>(4) Skills, Capabilities and Capacity of Project Team</i></p> <ul style="list-style-type: none"> • Suitability of the proposed estimated time/ capacity of the project team dedicated to the initiative, including appropriateness of the overall time/ capacity allocated and the mix of senior personnel • Qualifications and expertise of key personnel, including those proposed as the Service Provider’s primary project 	<p>Weighted and scored (20%)</p>

coordinator, and (if different) those who may be involved in potential lead in the delivery of the Arts Projects/ Activations <ul style="list-style-type: none"> • Availability of key personnel for the duration of the project <i>Note, this includes specific consideration of the Young Creative Leader put forward by the Tenderer</i>	
(5) Approach to Risk Management, Compliance and Quality <ul style="list-style-type: none"> • Demonstrated understanding of key risk/ compliance requirements including (but not limited to) child safe practices, COVID compliance, etc • Tenderer demonstrates appropriate systems to manage risk and compliance • Tenderer demonstrates appropriate systems to manage quality 	Weighted and scored (20%)
(6) Social Procurement and Sustainability <ul style="list-style-type: none"> • Tenderer demonstrates commitment to social procurement practices • Tenderer demonstrates commitment to sustainability 	Weighted and scored (10%)
Pricing	
Costings	Value for money assessment, ranked 1 st , 2 nd , 3 rd , etc.
Harmful Industry Relationships	
Harmful Industry Relationships with alcohol, unhealthy food, sugary drink and gambling industries	Assessed against guiding principles
Mandatory Assessment Criteria	
<i>Relationship with the tobacco industry within the past 5 years</i>	Pass / Fail
<i>Contractual Compliance</i>	Pass / Fail
<i>Financial Viability</i>	Pass / Fail

<i>Insurance</i>	Pass / Fail
<i>Individual Conflict of Interest</i>	Pass / Fail
<i>Supplier Code of Conduct</i>	Pass / Fail

RFT PART C – SERVICES AGREEMENT

RFT PART D – TENDERER'S RESPONSE

Tender document

In the case of electronic lodgement of this RFT, Tenderers must provide an electronic copy of the Tenderer's Response in Microsoft Office 2000 format, submitted in accordance with the Conditions of Tender.

The Tenderer's Response is to be uploaded through the VicHealth Portal, as outlined on the Vic Tenders website.

All responses must be provided within the specified boxes and must respond to the Specification (Part B) and Proposed Contract (Part C) in accordance with the Conditions of Tendering (Part A).

Do not include graphics or data in responses. Where necessary, any graphics or data should be placed at the end of the documents and referred to in the response.

Include the name of the Tenderer in the footer of the Tender.

All documents must be virus checked by the Tenderer before lodgement.

Request for Tender

For the provision of expertise to collaboratively deliver on VicHealth's Future Reset (Arts Move the Dial) initiative, in which Young People create and produce Art Projects that are presented in place-based Activations for Young People and their communities.

I/we accept the provisions contained in the Conditions of Tendering.

Name:	
Title:	
Signature of Tenderer's Authorised Officer:	

Tenderer's Information	
Tender Lead (name and title):	
Name of Tenderer and address of registered office:	
Place of registration:	
Australian Company Number (or equivalent):	
Australian Business Number (or equivalent):	
Principal office in Victoria (if any):	
Telephone:	
Email:	

Name and title of Tenderer's authorised agent:	
Date:	

DRAFT

Functional Specifications Assessment Criteria

1. Executive Summary

Provide a brief executive summary providing an overview of your response to this RFT (for example, organisation summary, expertise in delivery etc).

Word limit – [150] words

2. Capacity to Deliver (with the Specifications)

A Tenderer must provide a statement showing clearly, and in order of the relevant sections, its level of compliance with Part B (Specification). Refer section 7.1, Part A (Conditions of Tender) for further instructions.

Note: No response is required in respect of a particular section of the Specification where a Tenderer will comply with that section.

Section	Compliance Statement <i>[Note to Tenderers: The cells in this column need to state one of the following: Will comply subject to conditions; or Will not comply. Remove this note when you prepare your Tender]</i>	Explanation / Comment <i>[Note to Tenderers: Where the statement in column 2 is “Will comply subject to conditions”, Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable. Where the statement in column 2 is “Will not comply” Tenderers should state in this column 3 the reasons for such non-compliance. In both cases, the nature and extent of non-compliance must be clearly stated. Remove this note when you prepare your Tender.]</i>
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Alternative Tender

Note to Tenderers: This section applies to you only in case that you are proposing services different to those outlined in this tender.

Where a Tenderer also submits an Alternative Tender, it must include any supplementary material, together with associated prices, which demonstrates in detail that such an

alternative will fully achieve and/or exceed all the specified outputs or functional and performance requirements together with references as to why the additional features may be advantageous. The details should be cross referenced to the appropriate clause number in the Specification.

3. Understanding of the Requirement

Describe your understanding of VicHealth's *Future Reset (Arts Move the Dial)* initiative, including:

- What VicHealth is trying to achieve
- VicHealth's desired approach and how your organisation can effectively participate in and contribute to that approach (Ref. Specification 1.3 and 2)
- Your understanding of the intersect between the arts, Social Connection and wellbeing
- Potential risks and issues associated with the execution of the Tender's deliverables

Word limit – [400] words

4. Organisational Capability and Capacity

Provide an overview of your organisation, including its:

- Mission and purpose
- Office locations, resourcing and organisational structure
- Geographic scope and/ or focus
- Core business
- Expertise in one or more discipline(s) of the arts
- Key customers, stakeholders, end users or beneficiaries of your work

Word limit – [250] words

Describe your organisation's expertise/ experience in leading the design of arts initiatives aimed at improving Social Connections and wellbeing for young people, including relevant supporting systems, processes and methodologies that you have successfully accounted for in delivering this work.

Word limit – [400] words

Describe your organisation's existing networks and partnerships with organisations across Victoria that can contribute to the objectives of *Future Reset (Arts Move the Dial)*, including:

- Examples of specific organisations and communities that you currently or have previously partnered or collaborated with (for example, community groups, networks of artists and young people), including their capabilities and expertise
- The geographic coverage of your networks/ relationships/ partnerships

Word limit – [250] words

Describe your organisation's expertise/ capabilities undertaking safe and responsive youth-led work (including co-design) with communities that face structural injustices including relevant supporting systems, processes and methodologies that you have successfully employed in delivering this work.

Word limit – [400] words

5. Examples of Relevant Work

Provide up to five case studies examples of relevant and recent past projects or work undertaken by your organisation in which the arts was used as a vehicle for Social Connection and impact.

Each case study should set out:

- The title of the work
- The dates during which the work was undertaken
- Client(s) (if applicable)
- Members of the Project Team identified for *Future Reset (Arts Move the Dial)* who were involved in the project and their role
- The geographic or community focus of the work
- Partners, collaborators or other organisations and individuals involved
- A summary of the project scope and requirements, including the problem/ issue/ opportunity the project was trying to address
- A summary of the work undertaken, with a focus on your organisation's role responsibilities
- Examples of creativity or innovation employed in delivering the project/ initiative
- The outputs and outcomes produced by the work
- The project's relevance to VicHealth's requirements

In combination, the case studies provided should seek to address and highlight the following:

- Examples of youth-led approaches to delivering arts programs, projects or activations, including co-design

- The extent to which projects/ work targeted or included the following groups:
 - First Nations communities
 - LGBTQIA+
 - Regional / Rural communities
 - People living with disabilities
 - Migrant and refugee / Communities of Colour
- Partnerships with government on government-funded initiatives
- Collaboration and partnerships with other arts organisations or community groups

Word limit – [300] words **per case study**

Provide one referee **for each of the above case studies** that VicHealth could contact regarding your ability to provide to the Services required under the Specification, including:

- Client and contract details
- Description of service
- Period

Note: VicHealth reserves the right to contact any of the Tenderer’s previous customers.

6. Skills, Capabilities and Capacity of Project Team

Describe the proposed structure of the project team that will be responsible for delivering on the Collective Partner’s responsibilities, including:

- The Project Coordinator / Manager who will represent your organisation
- The Young Creative Leader role (if applicable, otherwise outline your approach to recruiting for this role)
- Others involved in supporting or overseeing the work undertaken in delivering on the requirements of the RFT (being Phases 1 and Other Requirements B and C described in section 2.2.2 of the Specification), for example, senior personnel responsible for oversight or internal approvals

Provide the following information for each role:

- Key personnel and role titles (specifying existing personnel who will be engaged for the project versus roles that will need to be recruited)
- Reporting lines
- Roles/ responsibilities of each key person in relation to delivery of the *Future Reset (Arts Move the Dial)*
- The estimated capacity/ time allocated to *Future Reset (Arts Move the Dial)* for each role

Word limit – [250] words

Provide brief biographies for the key personnel identified above, summarising relevant qualifications, work history, experience and expertise in the arts and working with young people.

Where key roles need to be recruited, summarise the key attributes and expertise that you will be seeking in a suitable candidate and any recruitment strategies, techniques or tactics that you will employ to ensure a suitable candidate is engaged.

Word limit – [250] words *per bio*

Provide details of supports and mechanisms that will be employed to ensure continuity of key personnel for the duration of the project

Word limit – [100] words

7. Approach to Risk Management, Compliance and Quality

Based on your understanding of VicHealth’s requirements and experience in completing similar work, what key risks do you identify that will need to be managed throughout the project?

Word limit – [150] words

Describe the internal systems and processes that you have in place to manage risk such as those identified above (including any relevant accreditations).

Word limit – [150] words

Describe the internal systems and processes that you have in place to ensure your goods and services are of high quality and comply with any relevant policies?

Word limit - [150] words

8. Social Procurement and Sustainability

VicHealth is committed to Victorian Government’s Social Procurement Framework <https://buyingfor.vic.gov.au/social-procurement-victorian-government-approach>

Describe how your organisation manages Equity and Sustainability in delivering projects and programs.

The list below are some examples of categories relevant to Equity and Sustainable practices. Use these as an indication for your response for those which are relevant to your organization.

- *Opportunities for Victorian Aboriginal people*
- *Opportunities for Victorians with disability*
- *Women's equality and safety*
- *Opportunities for disadvantaged Victorians*
- *Supporting safe and fair workplaces*
- *Sustainable Victorian social enterprises and Aboriginal business sectors*
- *Sustainable Victorian regions*
- *Environmentally sustainable outputs*
- *Environmentally sustainable business practices*

Word limit – [250] words

Pricing

9. Pricing

Budget is up to \$100,000 (**excluding** GST and expenses incurred in the course of delivering on its responsibilities)

Please provide a quote for your services and deliverables as outlined in 1.3.1 of the Specification. Please add any material expenses that you foresee incurring in delivering on the Requirements.

Harmful Industry Relationships

10. Links with Harmful Industry including Tobacco Industry

a. *Does your organisation have any current, planned or past five (5) year relationships with a tobacco company, the Australian Tobacco*

[NOTE: Tobacco relationships deem a Respondent ineligible to undertake work that is for health promotion purposes]

<p>Research Foundation, or other tobacco industry funded bodies?</p>	<p>Reference: https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy <u>If you answer yes to this question, you are INELIGIBLE to apply.</u></p>
<p>b . Does your organisation have any current, planned, or past 12 months relationships with the food, sugary drink, alcohol or gambling industries?</p>	<p>If you answer Yes to this question, please complete the Harmful Industry Declaration Form in Appendix 1. Reference: https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy</p>

Mandatory Assessment Criteria

11. Compliance with the Proposed Contract		
<p>A Tenderer must provide a statement showing clearly, and in order of the relevant clauses, its level of compliance with Part C (Proposed Contract). Refer section 7.2, Part A (Conditions of Tender) for further instructions. Note: No response is required in respect of a particular clause of the Proposed Contract where a Tenderer will comply with that clause.</p>		
Clause number	Compliance Statement [Note to Tenderers: The cells in this column need to state one of the following: Will comply subject to conditions; or Will not comply. <i>Remove this note when you prepare your Tender.]</i>	Explanation/Comment [Note to Tenderers: Where the statement in column 2 is “Will comply subject to conditions”, Tenderers should state in this column 3 the applicable conditions and the reason why those conditions are applicable. Where the statement in column 2 is “Will not comply” Tenderers should state in this column 3 the reasons for such non-compliance. In both cases, the nature and extent of non-compliance must be clearly stated, together with any amendments that would

		<p><i>make the relevant clause acceptable to the Tenderer. Remove this note when you prepare your Tender.]</i></p>
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12. Financial viability

Tenderers are required to demonstrate that they have the financial capacity to provide, over the term of the contract, all the requirements specified in this RFT. Accordingly, you are required to provide the following information.

If the answer to any of the following questions is “yes”, provide an explanation.

<p>a) Are there any significant events, matters or circumstances which have arisen since the end of the last financial year which may significantly affect the operations of the Tenderer?</p>	
<p>b) Are there any mergers/acquisitions either recent (within the past 12 months) or which are imminent?</p>	
<p>c) Are there any proceedings, either actual or threatened, against the Tenderer, its parent or associated entities or any director of the Tenderer, its parent or associated entities or have there been any such proceedings within the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings?</p>	
<p>d) Are there any bankruptcy actions against a director of the Tenderer, its parent or associated entities, or has there been within the past five years?</p>	

<p>e) Are there any de-registration actions against the Tenderer, its parent or associated entities on foot, or have there been any within the past five years?</p>	
<p>f) Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Tenderer, its parent or associated entities on foot, or have there been any within the past five years?</p>	
<p>g) Is the Tenderer, its parent or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Tenderer to provide the Services contemplated by this RFT?</p>	
<p>h) Are there any other factors which could adversely impact on the financial ability of the Tenderer to successfully perform the obligations contemplated by this RFT?</p>	
<p>i) Is the Tenderer solvent and able to meet its debts as and when they fall due in the normal course of business?</p>	
<p>In addition to the information required above, Tenderers are required to undertake to provide to VicHealth (or its nominated agent) upon request all such information as VicHealth reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are tendering and to otherwise meet their obligations under the Proposed Contract.</p>	
<p>j) Provide your undertaking to comply with this request.</p>	

13. Insurance	
<p>Schedule of insurance information</p> <p>a) Provide details of all relevant insurances maintained by the Tenderer.</p>	<p>Name of insurance companies: Policy type (e.g. public liability, professional indemnity, Workers Compensation etc.) Public Liability Policy number(s): Expiry dates: Limit of liability: Relevant exclusions:</p> <p>Professional Indemnity Policy number(s): Expiry dates: Limit of liability: Relevant exclusions:</p> <p>Workers Compensation Policy number(s): Expiry dates: Limit of liability: Relevant exclusions:</p>
<p>Risk management strategies</p> <p>b) Provide details of risk management strategies and practices that have not already been shared that your organisation deems relevant in the context of the supply of the Services.</p>	
14. Individual Conflict of interest	
<p>a) Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or</p>	

<p>potential conflict does or may arise and details of any strategy for preventing conflicts of interest. (Note: This does not pertain to conflicts with harmful industries which is addressed below)</p>	
<p>b) Outline the processes you have in place to handle any future conflict of interest (actual or perceived).</p>	

15. Supplier Code of Conduct

<p>VicHealth as a statutory body under the Victorian State Government, is committed to ethical, sustainable and socially responsible procurement. In ensuring that our suppliers maintain the same values as the Government, the State has established a Supplier Code of Conduct (the Code).</p> <p>Note to tenderers: The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: http://www.procurement.vic.gov.au/Home. Updates and amendments to the Code will also be made available at this website.</p>	<p>Please complete Supplier Code of Conduct Commitment in Appendix B.</p>
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16. Any other matters

<p>Detail any information which has not been covered in previous sections that you believe adds value to your tender response, and you believe need to be taken into consideration when your Tender is assessed.</p>	
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17. VGPB website

The Conditions of Tender include a provision for disclosure of contract information (refer Attachment A to this Part D). Identify any information in your Tender which you consider falls within the following categories and which you consider should not be published.

a) Trade secrets

b) Unreasonable disadvantage

APPENDIX A

Contract disclosure

The Government has a strong presumption in favour of disclosing contracts and, in determining whether any clauses should be confidential, specific freedom of information principles (including a public interest test) will apply. However, even if certain clauses are excised from public contracts, the Government cannot pre-empt the workings of the *Freedom of Information Act 1982* (Vic) or constrain the Auditor General's powers to secure and publish documents as he or she sees fit.

The Conditions of Tendering include a provision for the disclosure of contract information (refer section in Part A of the RFT dealing with “Use of Tenders”).

The provisions of the Proposed Contract in regard to confidentiality and disclosure should also be noted.

This provision is consistent with the Government's presumption of the full disclosure of contracts. Any non-disclosure of contract provisions must be justified by the successful Tenderer by applying the principles for exemption under the provisions of the FOI Act. Section 34(1) of the FOI Act provides that information acquired by an agency or a Minister from a business, commercial or financial undertaking is exempt under the FOI Act if the information relates to trade secrets or other matters of a business, commercial or financial nature and the disclosure would be likely to expose the undertaking unreasonably to disadvantage.

If a Tenderer wishes to withhold the disclosure of specific contract information, the Tenderer must clearly outline how the release of this information will expose trade secrets or expose the business unreasonably to disadvantage.

Trade secrets

In considering whether specific information should be categorised as a trade secret, Tenderers should assess:

- the extent to which it is known outside of the Tenderer's business;
- the extent to which it is known by the persons engaged in the Tenderer's business;
- any measures taken to guard its secrecy;
- its value to the Tenderer's business and to any competitors;
- the amount of money and effort invested in developing the information; and
- the ease or difficulty with which others may acquire or develop this information.

Unreasonable disadvantage

In determining whether disclosure of specific information will expose a Tenderer's business unreasonably to disadvantage, you should consider section 34(2) of the FOI Act. Broadly, you should consider:

- whether the information is generally available to competitors; and
- whether it could be disclosed without causing substantial harm to the competitive position of the business

VicHealth will consider these applications in the Tender assessment and negotiations with Tenderers.

APPENDIX B— SUPPLIER CODE OF CONDUCT COMMITMENT

Tenderer to complete (Mandatory)

[INSERT TENDERER NAME]

[insert tenderer address]

[insert date]

RFQ No: [insert RFQ no]

COMMITMENT TO THE VICTORIAN STATE GOVERNMENT SUPPLIER CODE OF CONDUCT

1. I acknowledge that:
 - a. the Victorian State Government (**the State**) is committed to ethical, sustainable and socially responsible procurement;
 - b. the State has a Supplier Code of Conduct (**Code**) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
 - i. integrity
 - ii. ethics and conduct
 - iii. conflicts of interest
 - iv. gifts, benefits and hospitality
 - v. corporate governance
 - vi. labour and human rights
 - vii. health and safety
 - viii. environmental management.
 - c. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
 - d. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
 - e. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.
2. On behalf of my organisation, I:
 - a. confirm that the State's expectations of suppliers as set out in the Code are understood;
 - b. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
 - i. periodically check with reasonable frequency for updates and amendments to the Code; and
 - ii. aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

Signature: _____

Date: _____

Name: _____

Position: _____

Organisation: _____

APPENDIX C - HARMFUL INDUSTRY RELATIONSHIPS DECLARATION FORM

Instructions for completing this form

If requested by VicHealth, this form must be completed as part of your application for VicHealth funding/sponsorship, or response to a procurement request.

Please see [our website](#) for more information on VicHealth's Harmful Industry Relationships Funding and Procurement Policy and the types of relationships you need to declare.

Question 1 Does your organisation have any current, planned or past five (5) year relationships with a tobacco company, the Australian Tobacco Research Foundation, or other tobacco industry funded bodies?

- Yes (Note if you answer yes AND the purpose of VicHealth funding, sponsorship or procurement you are applying for is for health promotion (e.g. program, research, evaluation or strategy) - you are ineligible to apply. If the purpose of VicHealth funding, sponsorship or procurement is to support VicHealth's operational environment (e.g. IT, printing, systems), you are eligible to apply, please continue to Question 2)
- No

Question 2 Do you or your organisation have any current, planned, or past 12 months relationships with the food, sugary drink, alcohol or gambling industries?

- Yes
- No (If you answered no to question 1 and 2, please go to Section B)

Question 3 Please detail the brand/company/organisation, the length of the relationship and when it occurred/is occurring/is planned. List all harmful industry relationships if you have more than one.

Click or tap here to enter text.

Question 4a What was/is/will be the nature of the relationship, with the food, sugary drink, alcohol, tobacco or gambling industry? Please tick all that apply.

- Board membership or other governance membership
- The harmful brand/company is activated/promoted. Please detail how the harmful brand is activated/promoted through your organisation's activities (e.g. naming rights, branding on materials, signage, text or verbal acknowledgement, distribution of product vouchers, etc):
- Click or tap here to enter text.
- Access to membership lists and data
- Market or other research/evaluation

Campaign/project development or delivery
 Consultancy services
 Receipt of donations or in-kind benefits. Please provide detail: [Click or tap here to enter text.](#)
 Other. Please provide detail: [Click or tap here to enter text.](#)

Question 4b Please provide any additional information to assist VicHealth to make an assessment

[Click or tap here to enter text.](#)

Question 5 Please detail how the harmful industry relationship will be risk-managed to ensure that VicHealth's statutory role to improve the health and wellbeing of Victorians isn't undermined. This could include, for example, separating project teams or not activating harmful industry brands alongside VicHealth's brand. You are still required to respond to this question even if the harmful industry relationship is not current (i.e. past or future).
 (Note VicHealth has the right to negotiate your proposed management plan)

[Click or tap here to enter text.](#)

Section B. Formal Declaration

I declare that to best of my knowledge, the information in this form is true and correct.

Name	Click or tap here to enter text.	Signature	
Position	Click or tap here to enter text.	Date	Click or tap here to enter text.

Section C. VicHealth harmful industry relationship assessment (office use only)

Contextual information for assessment (e.g. project/program overview, comment on brand profile, products, target population, project reach)

(to be completed by Grant or Procurement Lead if a relationship has been declared)

Assessment against guiding principles

Principle 1: Brand profile

Principle 2: Product

Principle 3: Marketing practices

Principle 4: Context

(to be completed by Contracts, Procurement and Risk Advisor if a relationship has been declared)

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APPENDIX D – FUTURE RESET (ARTS MOVE THE DIAL) OVERVIEW

Future Reset (Arts Move the Dial) is about being bold and innovative in backing young people to lead and participate in the arts to take charge of their own social connections and mental wellbeing. We are using the medium of arts and creativity for health equity and have been listening to communities who experience the most barriers.

We know that young people see this moment in time, as we build back from the pandemic, as a moment to do things differently. This is why, VicHealth is using a systems-based approach that will bring together a collective of small to medium arts organisations with targeted expertise from cross-disciplines to engage in coordinated activities in partnership with young people that will increase social connection and therefore enhancing mental wellbeing.

The objectives of the *Future Reset (Arts Move the Dial)* is to deliver:

- Increased opportunities for Young People not currently engaging with the arts to do so
- The development of new, practical and transferable skills for Young People involved in the creation, development and production of Arts Projects and Activations occurring under the Initiative
- Opportunities for Young People to have new, increased and meaningful Social Connections
- New partnerships between organisations that are not currently working/ partnering together
- Young people that are more socially connected through opportunities to engage in safe spaces offering meaningful, arts-based activities

Future Reset (Arts Move the Dial) will focus its objectives, design and delivery to Young People (12-25) that are from First Nations communities, identify as LGBTQIA+, are from regional / rural communities, are from migrant and refugee communities or communities of colour or are living with disabilities, and who are:

- less engaged in the arts; and/ or
- face barriers to that engagement; and/ or
- are experiencing loneliness and lack of positive Social Connections

Key attributes of *Future Reset (Arts Move the Dial)*

Supporting, Engaging and Empowering Young People

A key philosophy underpinning *Future Reset (Arts Move the Dial)* (and Future Healthy more broadly) is that Young People should be engaged in initiatives that they are the subject of and afforded the opportunity to lead and make decisions impacting them and their peers. For *Future Reset (Arts Move the Dial)*, this means that Young People will (for example):

- Have a voice in decision-making and governance of the initiative (e.g. via the Young Creative Leaders who will be involved in the Design of the Program of Work)
- Be engaged to co-design the type of Arts Projects and Activations that they want to be a part of delivering for other Young People and their communities
- Be given opportunities to lead and/ or be involved in all stages of production and delivery of Arts Projects and Activations

- Provide Young People opportunities for Social Connections through engaging with the arts and creativity, as well as other participants.

A Collaborative Approach

For the delivery and implementation of the whole *Future Reset (Arts Move the Dial)* initiative, a “Collective” will be formed consisting of key stakeholders that will work in collaboration and partnership (with each other and with Young People) to ensure the success of *Future Reset (Arts Move the Dial)*. They include the following:

- ***VicHealth***, responsible for contract management, Provider management and engaging and managing other contracted or internal third parties. In addition, VicHealth will act as a member of the Collective (contributing expertise and insight) and will be responsible for administration and logistics for the Collective.
- ***Collective Partners***, small – medium arts organisations responsible for executing Arts Projects and Activations as well as other responsibilities in their capacity as members of the Collective

In order to ensure successful delivery on Future Reset’s objectives, a number of other stakeholders may be engaged, including:

- ***Service Providers***, responsible for the design of Arts Projects and related Activation(s), procured through a Request for Tender (RFT) process to provide their expertise and insight in working with target communities.
- ***Co-design Partner(s)***, responsible for supporting the Service Providers in developing the Program of Work, sharing co-design expertise (e.g. via community of practice) and, if required, facilitating co-design of Arts Projects and Activations
- ***Evaluator*** (to be appointed by VicHealth), responsible for evaluating the impact and outcomes of VicHealth initiatives to improve the health and wellbeing of children and Young People, including Future Healthy
- ***Research Partner*** (to be commissioned by VicHealth), responsible for undertaking a research project to understand the impacts of the Initiative on (for example) the individuals involved, organisations and communities
- ***Delivery Partners*** (to be engaged by Collective Partners as required), responsible for delivering specific elements of Arts Projects and/ or Activations. These could include local community organisations, Local Government, schools, other youth institutions, artists, mentors, etc

Project Scope

Following an extensive design process, *Future Reset (Arts Move the Dial)* will take a creative and diverse approach to the kind of Arts Projects and Activations delivered. Importantly, these will be primarily driven by the needs, wants and desires of Young People. In combination, the Arts Projects and Activations will deliver a diverse program of work that offers new or different opportunities for Young People to participate in the arts.

Arts Projects and related Activations:

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- Can relate to any (or multiple) art disciplines (e.g. visual, performance, written, spoken word, dance, film, installations etc)
- Can include the act of creating art, and/ or can include exhibiting, presenting or performing artistic outcomes
- Need to be new or different from existing opportunities for engagement with the arts that are available for the target market in the local area
- Will be provided at low cost or no cost to the Young People involved and audience members or attendees at Activations
- Will Include a 'public connection' component (i.e. the Activation), for example, a presentation, performance, experience etc, that enables widespread engagement with the Activations beyond those involved in their creation and production, and has a focus on 'connecting' Young People to the arts, to each other and their communities

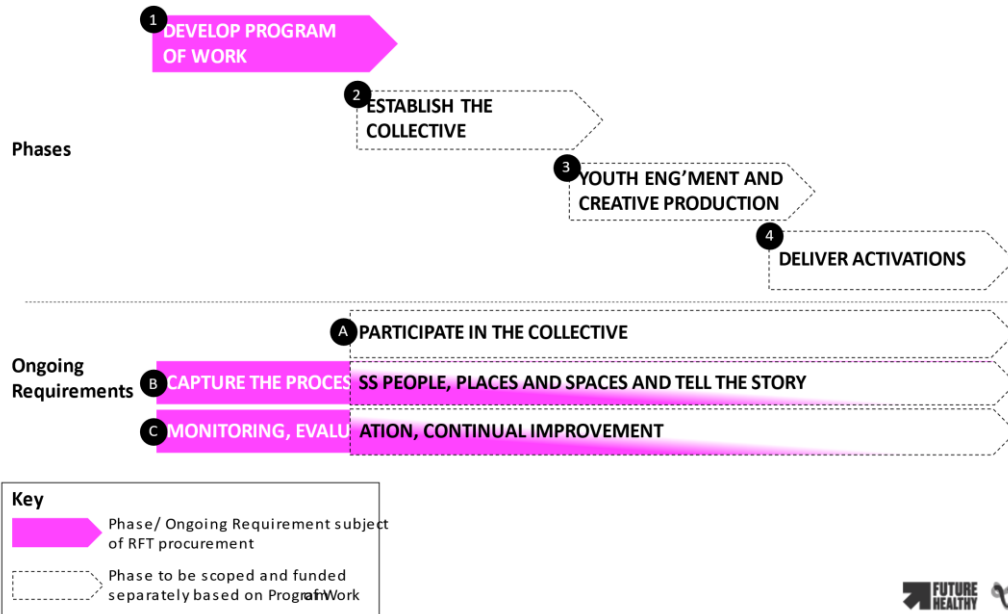
It is noted that the Activations are equally important opportunities for Young People to increase Social Connections as the process of producing the artistic outputs. While it is VicHealth's preference that Activations centre around a 'live', face-to-face experience that provides opportunities for Social Connection, a degree of flexibility and creativity may be required to ensure that they adhere to any restrictions or protocols surrounding public gatherings in place at the time (this may include incorporating digital / remote elements into Activations).

Outputs

We anticipate the *Future Reset (Arts Move the Dial)* reaching between 50,000 and 80,000 Young People overall, inclusive of Young Creative Leaders, Participants and audiences. Specific outputs, KPIs or targets for individual Collective Partners will be agreed with VicHealth in due course and in accordance to the design and project plans provided by the Service Providers. We expect the Arts Projects to range in scale and for Activations to have maximum reach for both participants and audiences of young people.

Workflow Outline

VicHealth envisages that *Future Reset (Arts Move the Dial)* will roll out via a phased approach. The workflow outlined below includes four sequential phases through which the Future Reset's activities will proceed, along with three 'Ongoing Requirements', being activities undertaken throughout the duration of *Future Reset (Arts Move the Dial)* that is, across all four phases.



This section details the anticipated workflow, providing the following information for each Phase and Ongoing Requirement:

- The objective of the Phase/ Ongoing Requirement
- The expected duration or time period in which the Phase/ Ongoing Requirement will be delivered upon
- Key tasks and activities to be undertaken by the Collective
- Outputs delivered via the tasks and activities carried out during the Phase/ Ongoing Requirement
- Examples of ‘other desired outcomes’ that will be achieved by the work undertaken in the Phase/ Ongoing Requirement. It is noted that these are not intended to be exhaustive

The activities and outputs described will be undertaken by the **Collective as a whole**, including all Collective Partners and VicHealth. While individual Collective Partners will have involvement and input in all activities, they will not be responsible and accountable for every activity and output. The specific responsibilities of Collective Partners are set out in section **Error! Reference source not found..**

5.1.1.1 Phase 1: Develop the Program of Work

Objective

Propose a Program of Work setting out (for example) the locations, target audiences and concepts for the Arts Projects and Activations and develop project plans

Time Period/ Duration

Approximately ten to twelve months

Key Tasks and Activities

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- Undertake discovery work to identify areas of critical need/ opportunity (e.g. locations, populations, etc) and document findings
- Undertake workshop(s) to prioritise needs/ opportunities
- Develop fully resourced and costed project plans for each Arts Project and related Activation(s), including a communications/ marketing plan to promote the Arts projects and related Activation(s)
- Participate in the development and delivery of an Arts-focused Social Connection and Mental Wellbeing Summit with Young People (VicHealth will coordinate and resource this)
- Identify opportunities of potential stories/ narratives of interest in the proposed Program of Work
- Identify appropriate communities and stakeholders that would be engaged in the delivery of the Arts Projects and related Activation(s), for examples, Local Governments, Third party suppliers (e.g. facilities/ venues, facilitators/ mentors, consumable suppliers), Local community organisations, Schools, Facilities/ venues, Media
- Provide other insights in relation to *Future Reset (Arts Move the Dial)* as a whole or specific Arts Projects/ Activations
- Consider risk and compliance (including child protection and insurance) across all activities, including collaboration with partners, and the planning of Arts Projects and Activations

Outputs

- A proposed Program of Work
- Fully resourced and costed Project Plans for each individual Arts Project and Activation (e.g. outlining all individual Arts Projects, timing, project leads, etc.)
- Participation in the development and delivery of an Arts-focused Social Connection and Mental Wellbeing Summit with young people, as part of the capability building components of the Collective
- Young Creative Leaders engaged as part of the design process (one for each Service Provider)

Other Desired Outcomes

- Skills/ capabilities developed among Young Creative Leaders and Service Providers

5.1.1.2 Phase 2: Establish the Collective

Objective

Set the Collective up for success by aligning and agreeing upon common objectives, a definition of success (including evaluation and data collection), resourcing, 'ways of working', etc

Time Period/ Duration

Approximately five to six months

Key Tasks and Activities

- Attend, actively participate in and contribute expertise to workshops, meetings and other activities, including sessions on:
 - Establishment: shared values, language, ways of working, Collective Charter etc.
 - Objectives and success
 - Evaluation and program logic
 - Community of Practice / Capacity Building
- Undertake a formal public 'Launch' of the Collective/ Initiative
- Introduce researchers and methodology for data collection to Collective
- Build relationships within the Collective and with target communities
- Agree on the most appropriate lead organisation (from among the Collective Partners) for each opportunity
- Start to establish relationships and collaborate with prospective delivery partners for specific Arts Projects and Activations
- Oversee the build a bespoke website to house a fully curated, 'living' archive of the *Future Reset (Arts Move the Dial)* process (the Portal). Note, responsibility for this activity will rest with VicHealth which may call upon the broader Collective for input (e.g. review and feedback)
- Grant Funding Agreements with each Collective Partner for the execution of Arts Projects and Activations in Phases 3 and 4 (based on the Program of Work and Project Plans)
- A 'Trailer' for the work to come (i.e. a public summary of the Program of Work, Arts Projects and Activations that can be used for awareness raising and promotion of projects)
- An established and functioning Portal

Outputs

- A Strategy/ Plan/ Charter for the Collective
- An Evaluation Framework
- A public Launch of initiative and the Collective to raise awareness and profile of *Future Reset (Arts Move the Dial)*

Other Desired Outcomes

- New/ emerging relationships between Collective Partners and other third parties
- New skills/ capabilities developed among Collective Partners and other stakeholders

5.1.1.3 Phase 3: Youth Engagement and Creative Production

Objective

Execute on the project plans for each Arts Project by engaging Young People and undertaking the creative process

Time Period/ Duration

Approximately six to nine months

Key Tasks and Activities

- Execute on the project plans for each Arts Project including:
 - Developing and execute a localised communications/ marketing plan and engaging Young People to participate
 - Engaging suppliers and Delivery Partners to enable delivery (e.g. mentors, facilitators, facility/ space owners or managers, consumables suppliers, etc)
 - Undertaking the creative process, including upskilling, mentoring and support of Participants
- Provide regular reporting on the progress/ status of each Arts Project
- Undertake six-weekly project group meetings
- Report and share progress, successes, ideas, opportunities, challenges, etc with the Collective on a regular basis
- Embed and activate relationships and networks with Delivery Partners

Outputs

- Arts Project status reports
- Localised communications/ marketing plans for each Arts Project and related Activation
- Artistic products, e.g. performances, events, workshops, visual arts, installations, public art, etc.
- New skills, capabilities and experiences among members of the Collective, Delivery Partners and Participants
- Collation of content for Digital Portal

Other desired Outcomes:

- Consolidated relationships between Collective Partners and other third parties

5.1.1.4 Phase 4: Deliver Activations

Objective

Produce and execute Activations

Time Period/ Duration

Undertaken during two distinct six-month 'seasons' from approximately November 2023 to December 2024, with the precise timings to be determined by the Collective during the development of the Program of Work.

Key Tasks and Activities

- Produce and deliver the Activations, including:
 - Engaging necessary resources, suppliers and Delivery Partners
 - Engaging Young People to participate
 - Contracting suppliers (e.g. venues, equipment/ supplies, third party deliverers, etc.)
 - Promoting Activations
 - Delivering Activations
- Collect data relating to Activations (e.g. from participants, audiences, etc)
- Provide regular reporting on the progress/ status of each Activation
- Undertake six-weekly project group meetings
- Report and share progress, successes, ideas, opportunities, challenges, etc with the Collective on a regular basis

Outputs

- Activation status reports
- Activations (e.g. exhibitions, performances, installations, other experiences, etc)

Other Desired Outcomes

- New skills, capabilities and experiences among members of the Collective, Delivery Partners and Participants
- New and interactive (social and arts) experiences for other Young People and communities (e.g. as audiences)
- Young people develop Social Connections from Arts Projects and Activations

5.1.1.5 Ongoing Requirement A: Participate in the Collective

Objective

Operate the Collective in a way that ensures ongoing collaboration, sharing, learning and development

Time Period/ Duration

To occur throughout the duration of the initiative

Key Tasks and Activities

- Undertake quarterly meetings/ workshops encompassing (for example):
 - Community of Practice/ Capacity Building
 - Troubleshooting
 - Relationship management
 - Requests for support
 - Sharing insights, reflection, data and evaluation
- Provide regular status reporting (e.g. progress against the Program of Work and/ or Arts Project/ Activation project plans)

Outputs

- Records of the Collective's meeting/ workshop discussions
- Status reports

Other Desired Outcomes

- New/ emerging relationships between Collective Partners and other third parties
- New skills and capabilities among the Collective

5.1.1.6 Ongoing Requirement B: Capture the Process, People, Places and Spaces and Tell the Story

Objective

Amplify the impact of the initiative by capturing and sharing the unique stories and Social Connections that arise

Time Period/ Duration

To occur throughout the duration of the initiative

Key Tasks and Activities

- Engage and manage a third party to develop/ design the Portal (VicHealth responsibility)
- Engage and manage a third party to 'tell the stories' (VicHealth responsibility)
- Provide those responsible for telling the stories access to the Collective and Participants to allow them to capture content (video, still image, written, spoken word, etc)
- Develop a communications/ marketing plan to promote *Future Reset (Arts Move the Dial)* (including the Portal, Arts Projects and Activations)
- Execute communications/ marketing plan

- Curate and post content

Outputs

- A central platform for housing content (i.e. the Portal)
- A communications/ marketing plan for *Future Reset (Arts Move the Dial)* in its entirety (which will inform and support localised comms/ marketing plans developed in Phase 3)
- Written, video, still image, spoken word or other types of content telling stories about the process as a whole, including:
 - The establishment and ongoing work/ collaboration of the Collective
 - The design/ development of the Program of Work
 - The creative process and Arts Projects
 - Activations, including the Activations themselves and experiences of Participants involved (e.g. the young artists, those involved in producing the Activations, audiences, etc)
 - The experiences of individuals or groups throughout any or all parts of the process
 - The Social Connections emanating from the initiative

Other Desired Outcomes

- Providing young creatives with high quality documentation of their work
- New and enhanced skills around storytelling for impact
- A record of the process of the Collective model for VicHealth
- Increased visibility of the Youth Arts sector

5.1.1.7 Ongoing Requirement C: Monitoring, Evaluation and Continual Improvement

Objective

Understand and (where possible) quantify the impact of the initiative, learn lessons and continually improve along the way

Time Period/ Duration

To occur throughout the duration of the initiative

Key Tasks and Activities

- Enable Program Evaluation, including:
 - Agreeing on objectives/ success measures
 - Developing a program logic and evaluation framework

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- Establishing data collection processes and ‘feedback loops’
- Collecting required data as per the Evaluation Plan
- Developing Interim Evaluation Reports (at the end of the first year and six-monthly thereafter)
- Developing a Final Evaluation Report
- Enable Commissioned Research, including
 - Supporting the Research Partner in undertaking research to understand the impacts of *Future Reset (Arts Move the Dial)* on the Young People involved in the initiative

Outputs

- An Evaluation Framework/ Plan, including (for example):
 - Desired objectives and outcomes
 - Program Logic/ Theory of Change, etc. summarising the logic as to how the outcomes will be achieved
 - How objectives/ outcomes will be measured and the specific data required to measure them
 - How that data will be captured (e.g. data collection mechanisms and protocols)
- Interim Evaluation Reports outlining the progress of the initiative and interim impacts
- A Final Evaluation Report outlining the overall impact of the initiative
- Commissioned Research outputs (these will be confirmed by VicHealth, but will include an accessible report incorporating reflections and insights from those who have participated in *Future Reset (Arts Move the Dial)*)

Other Desired Outcomes

- Strengthened relationships between the Collective partners and Young People through shared learning
- New and enhanced skills on monitoring, evaluation and measuring impact using participatory models