



ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA

REQUEST FOR PROPOSALS

NEW ZEALAND TOURING AGENCY

2014 - 2017

SECTION 1 - RULES AND PROCESSES

DEFINITIONS

RFP means a Request for Proposals sent out by Creative New Zealand in relation to the provision of the Required Services.

A Recipient means any person who receives a copy of this RFP.

A Respondent means those Recipients who respond to this RFP by providing the required Proposal Document information to Creative New Zealand by the due date for receipt of a tender.

Purpose

The purpose of this RFP is to invite proposals from suitably qualified and experienced performing arts touring agents or agencies to undertake the Required Services stipulated below.

REQUIRED SERVICES

The Required Services will deliver to Creative New Zealand's Strategic Outcome 3: New Zealanders experience high-quality arts

What are we seeking to achieve?

Audiences are vital to a vibrant arts sector. Creative New Zealand aims to broaden the opportunities for all New Zealanders to experience the arts, providing them with access to a diverse range of artistic experiences.

The Required Services would be provided from the commencement of a contract with Creative New Zealand until 30 June 2017.

The Required Services are to manage and support selected medium to large scale regional and national tours of New Zealand dance, music and theatre.

This includes the following key activities:

- manage and support selected medium to large scale regional and national tours of New Zealand performing arts. Small to medium scale means usually more than three artists to tour to professionally run venues with a capacity of over 200 seats
- develop and negotiate contracts between companies and presenters, for example venues and festivals
- support touring to centres and communities where there is demand, and facilities for, medium to large scale high-quality New Zealand dance, music, theatre, Māori performing arts and/or Pacific performing arts
- provide advice to companies and presenters on building audiences in New Zealand for high-quality New Zealand dance, music, theatre, Māori performing arts and/or Pacific performing arts
- facilitate collaboration between New Zealand arts organisations and complement existing touring activities of New Zealand arts organisations
- provide advisory services on touring in New Zealand.

Optional Services: these can include the provision of touring services not subsidised by Creative New Zealand and that contribute to the income of the agency.

ELIGIBILITY CRITERIA

To be eligible for consideration Respondents will need to **provide documentary evidence** that they have:

- demonstrated ability to run a well-run and financially sound company or organisation
- a viable and sustainable business model that demonstrates the capacity to deliver the Required Services, and includes a Risk Management plan
- key personnel with a track record of successfully producing and/or touring a range of theatre, dance, music and/or and multi-disciplinary works within New Zealand;
- proficiency in financial and contract management
- established networks within New Zealand of arts companies, producers, presenting venues and festivals regionally and nationally.
- sound relationship management and negotiating skills.

Other criteria

If you are submitting a Proposal you will also need to meet Creative New Zealand's general eligibility criteria: www.creativenz.govt.nz/getting-funded/eligibility.

Please note, overseas-based arts organisations are not eligible, **unless** they can show that their proposal will have direct benefits for New Zealand artists or arts organisations (the application will need to name an established New Zealand arts organisation and include an endorsement from them).

Eligibility for support under other funding programmes

Artists, arts practitioners and arts groups and organisations being funded through the Touring Agency and Touring Fund are not able to receive Quick Response or Arts Grants or support through the Creative Communities Scheme or the Toi Uru Kahikatea (Kahikatea) or Toi Tōtara Haemata (Tōtara) Investment Programmes for the same activity at the same time.

NUMBER OF TOURS

Creative New Zealand anticipates it may take some time for an initial tour to be successfully completed. However, during the contract period we expect the agency to deliver at least six tours of New Zealand work.

TOURING FUND

Creative New Zealand will have a Touring Fund available to contribute towards the costs of tours of New Zealand including transport and freight between centres, accommodation and per diems.

The Touring Agency would be able to apply to Creative New Zealand's Touring Fund for support for confirmed tours up to \$320,000 in 2014/15; and \$390,000 in 2015/16 and 2016/17. Support from the Touring Fund would need to be approved by Creative New Zealand before 30 June each year.

Guidelines for the Fund will be confirmed by Creative New Zealand's Council in December 2015.

The Guidelines may include the following criteria:

- The definition of a tour is a minimum of three centres.
- One of the centres in each tour must be regional ie outside Auckland and Wellington.
- The tour can include cities and/or festivals.
- The Tour Fund must support at least one tour which includes the South Island per calendar year
- The tour budgets must show all income and expenditure including fees, a contribution from the venue/festival, any shared risk arrangement, donations and sponsorship
- Audience engagement must be addressed as a key part of the touring plan
- The work will be high quality
- The tours must not duplicate funding granted for the same activity by Creative New Zealand, either through Arts Grants, Kahikatea or Totara or other Creative New Zealand initiatives.
- Provision of full tour budgets including quotes to support freight, accommodation etc, and tour schedule
- Confirmation of a signed contract between the Touring Agency and the company/artists, and commitment from the venues

Priority may be given to tours that:

- include more than one centre outside of Auckland and Wellington
- demonstrate value for money including contribution from partners (financial or otherwise), opportunities to leverage from the activity, working with existing infrastructure to generate cost-benefits to the parties involved
- demonstrate audience engagement opportunities to develop local audiences
- involve work or companies that would not otherwise tour by existing mechanisms; or that can demonstrate a requirement for public subsidy
- involve companies/artists that can demonstrate the tour aligns with their strategic goals
- contribute to a balanced annual programme of touring including consideration of artform, regions, cultural diversity and different works and different companies, where possible, supported over the three year period.

RULES

Respondents wishing to be considered as a contractor for the delivery of the New Zealand Touring Agency must provide to Creative New Zealand the information outlined in Section Two of this RFP. This information must be received at Creative New Zealand, or via the GETS website by no later than 5pm (New Zealand time) on **7 October 2014** (the Due Date).

Tender Document information is to be written in English and sent:

- via the GETS website; and
- delivered in hard copy by post or courier to:

New Zealand Touring Agency
Creative New Zealand
Old Public Trust Building
85 Molesworth Street
PO Box 3806
Wellington 6011 New Zealand

Proposal information received after the Due Date may be accepted at the sole discretion of Creative New Zealand.

Any requests for clarification about this RFP, or the RFP process should be made to:

Kym Taupau
Executive Assistant and TAPIC Co-ordinator
Ph 04) 473 0880
Email: Kym.Taupau@creativenz.govt.nz

Respondents to this RFP do so at their own cost.

Creative New Zealand is under no obligation, legal or otherwise to any Recipients or any Respondents unless and until an agreement has been signed by a Recipient or Respondent and Creative New Zealand's signatories.

Creative New Zealand may, at any time, change, suspend or cancel this RFP process.

Should Creative New Zealand proceed to contracting a Respondent to deliver the Required Services, Creative New Zealand reserves the right to:

- not accept Responses with the lowest fees
- not accept any Responses, in whole or in part.

Creative New Zealand has taken reasonable care in compiling this RFP and the contents of this RFP are presented in good faith, however, no warranty or guarantee (express or implied) is given by Creative New Zealand as to the completeness or accuracy of this RFP or any information contained in or provided in connection with this RFP. Creative New Zealand will not be liable (in contract or tort, including negligence, or otherwise) to a Recipient or Respondent or any other person, if and to the extent that they rely on any information provided in connection with this RFP.

TREATMENT OF INFORMATION PROVIDED TO CREATIVE NEW ZEALAND

Creative New Zealand may collect and use any information provided by or about Recipients or Respondents for any purpose related to this RFP process.

Creative New Zealand may contact any Recipient or Respondent about his/her response to this RFP. Creative New Zealand may hold meetings with Recipients or Respondents and collect information from such persons in attendance.

Creative New Zealand may choose whether or not to disclose any information it receives from a Recipient or Respondent to other Recipients or Respondents. However, Creative New Zealand will not disclose commercially sensitive information it receives from a Recipient or Respondent without first obtaining consent for such disclosure. Questions, answers and other information received by Creative New Zealand from a Recipient or Respondent or provided by Creative New Zealand to a Respondent do not have to be disclosed by Creative New Zealand to any other Respondent (except to the extent required by law).

Creative New Zealand may disclose, in whole or in part, any information submitted in response to the RFP and discuss any aspect of any such information with Creative New Zealand's legal and other professional advisers.

Creative New Zealand may, at its sole discretion, return or destroy any information provided to it.

Creative New Zealand reserves the right to use any information provided by Respondents in a response to this RFP for any purpose relating to procurement of the Services, including preparing or negotiating any agreement for provision of the Services.

Creative New Zealand has every proprietary right (including, without limitation, copyright) in Creative New Zealand Confidential Information; however, it will have no proprietary right in information supplied by a Recipient or Respondent.

TENDER DOCUMENT INFORMATION AND ENQUIRIES

Attached in Section 2 of this RFP are details of the Proposal Document information to be provided by a Respondent who wishes to be considered for a contract with Creative New Zealand to supply the Required Services.

A Respondent may submit any other material with their Proposal Document information that the Respondent considers is advantageous to Creative New Zealand or may assist Creative New Zealand in assessing the quality of services offered. Any such additional material should include details of the benefits to Creative New Zealand, be fully costed, and include full details of any operational and commercial considerations which are necessary to assess the relative merits and risks of such material. All additional material should be contained in a separate section of your response and clearly marked as additional material.

Where questions have been submitted, or a Recipient has requested an explanation of any part of this RFP, Creative New Zealand will not be obliged to respond to any such questions or requests for information. However, where Creative New Zealand chooses to provide a response, where practicable it will be given (in whole or in part) in writing and may, at Creative New Zealand's sole discretion, be forwarded to all Recipients.

EVALUATION PROCESS

After the Due Date Creative New Zealand will assess all eligible Proposal Document information received, on Creative New Zealand's own evaluation criteria and at Creative New Zealand's sole discretion.

At its sole discretion Creative New Zealand may decide to proceed to contracting one or more Respondents to provide the Required Services for a specified time period. All Respondents will be notified by email of the outcome of the New Zealand Touring Agency process.

Should Creative New Zealand require further information, selected Respondents may be requested to provide further information to Creative New Zealand.

SECTION 2 – PROPOSAL DOCUMENT INFORMATION

To be considered for a contract to provide the Required Services for Creative New Zealand's New Zealand Touring Agency a Respondent will need to provide the Proposal Document information requested below.

PROPOSAL DOCUMENT INFORMATION

1. Respondent Details

The name and contact details for the Respondent including your mailing and physical address. Respondent details will also include the name of the individual Creative New Zealand should contact in regard to your proposal together with that person's direct dial landline phone number, mobile phone number and email address.

2. Financial accounts

This information can relate to the operation of an organisation in which you have played a leadership role.

- Statement Of Financial Performance as at the 30 June 2014
- Statement Of Financial Position as at 30 June 2014
- a business plan
- details of the level of support from other sources
- evidence of a strong and independent governance structure
- a set of independently audited accounts for each of the last two years of your operations.

3. Business model

Include a description of the status of the organisation including Charitable Status, legal structure and governance. This should also include an outline of the staffing and resources the Respondent would allocate to deliver the Required Services; a plan to manage risk; and the capacity of the Respondent to deliver Optional Services.

4. Key Personnel

Identify key personnel; provide evidence of a track record of successful delivery of a range of touring works within New Zealand eg a summary of the theatre, dance and or music tours the Respondent has managed within New Zealand during the last 30 months; key competencies in areas relevant to delivery of the Required Services including proficiency in financial and contract management.

5. Networks: A summary of the key New Zealand presenting venues and festivals that the Respondent has established relationships with and/or envisages working with, including letters of support (maximum 300 words).

6. Criteria for identifying touring work:

- A bullet point outline of the Respondent's criteria for what is required for a performing arts company to be considered 'tour capable'. (maximum 250 words)
- A bullet point outline of the Respondent's criteria for what is required for a performing arts work to be considered 'tour ready'. (maximum 250 words)
- Examples of any New Zealand theatre, dance and music works which the Respondent believes would be appropriate to promote

7. Project Plan

How the Respondent will undertake to deliver the Requested Services including milestones, time-line of activity and core processes.

8. Budget

An annual budget for the period Nov 2014 – June 2017 that provides

- a breakdown of the costs, by cost category, that the Respondent expects to incur when providing the Required Services
- a breakdown of any revenue, by revenue category, the Respondent expects to receive as part of providing the Required Services, including any services for which the agency is anticipating charging a fee
- the level of investment the Respondent is seeking from Creative New Zealand towards salary and operational costs
- evidence of sound relationship management and negotiating skills

Note: for contracts to deliver the touring agency services, a maximum of \$300,000 will be offered.

9. Measures of success

How the Respondent will measure the success of the project including individual tours and KPIs (key performance indicators)

10. Cultural Diversity

How the Respondent will address the demographics of New Zealand

11. Challenges

A summary of key challenges the Respondent believes are presented by this project and the ways the Respondent and Creative New Zealand might address and resolve those challenges (maximum 300 words).

12. Referees

The contact details for a minimum of three referees who Creative New Zealand may independently and confidentially contact to assist our evaluation of the Respondent's Proposal.

13. Conflicts of Interest

Respondents will need to declare in their Proposal Document information if they have any existing interests in, or if they stand to directly or indirectly benefit from, the touring of any New Zealand theatre, dance or music works. If a respondent has such an interest or benefit they should state the name of the New Zealand company/artist concerned, the work concerned and the interest or relationship they have in the work. The Respondent should also address how perceived conflicts would be managed, for example where these services are separate and additional to other services provided by the Respondent.

Please note, Respondents are asked to adhere to suggested maximum word limits, where applicable.

FURTHER INFORMATION

Budget Notes

Creative New Zealand anticipates the Required Services will be able to be provided by a Respondent in return for the annual payment by Creative New Zealand of up to \$300,000.

Interviews

Creative New Zealand anticipates consideration of Tender Documents may involve selected Respondents being interviewed (in person or by tele or video conference) between 3 November to 7 November 2014.

Performing Arts Network of New Zealand (PANNZ) market, 2015

It is likely that Creative New Zealand will want the Respondent contracted to deliver the Required Services to attend the forthcoming PANNZ market in Auckland in March 2015.

THE APPLICATION

Format and number of copies

You must submit **two printed copies** of all parts of your application. We also ask you to submit **one electronic copy** of your full application.

The printed copies of your application must be:

- printed on A4-size (210 mm x 297 mm) standard weight paper
- bulldog clipped (not stapled, bound, or in a folder)

The electronic copy of your application must be:

- saved on to CD or DVD (not USB)
- clearly labelled with each file named using the headings from the application form
- complete and identical to the printed copies of your application.

We will not consider your application if you provide it in any other format.

In each section of the application form we recommend a maximum number of words. These do not include relevant support documents.

SECTION 3 – DECISION MAKING CRITERIA AND ASSESSMENT PROCESSES

Creative New Zealand's governing legislation has recently been amended by Parliament, with the new Arts Council of New Zealand Toi Aotearoa Act 2014 taking effect from 1 May 2014. Applicants can access the new Act at www.legislation.govt.nz.

Your application will be assessed by a panel of external and internal assessors:

- internal assessors (Creative New Zealand staff)
- external artistic assessors (individual peer assessors from the arts community)

The panel will make recommendations to the Senior Manager, Arts Policy, International and Capability. The final decision will be made by the Chief Executive.

Successful applications

We will notify you by 2 December 2014 whether or not your application has been successful. If it is successful, we will agree a Contract for Services with you. Funding cannot start until a Contract is in place.

Assessment weighting

Please note that in the Proposal Document Information as listed in page 7 numbers 1, 2, 3 4, 8 and 9 will be accorded highest priority.

Our assessment of your budget

We consider the credibility, completeness and accuracy of the financial information you provide and assess whether:

- the budgets provide sufficient detail to understand the basis on which financial information has been calculated
- the financial assumptions underpinning the budgets are valid and accurately reflect the likely revenue and costs of each proposed activity
- all budget figures and calculations are accurate and amounts requested are credible, given Creative New Zealand's previous levels of grant for similar types of activity
- the value for money of your proposal for Creative New Zealand