



REQUEST FOR EXPRESSIONS OF INTEREST

EOI number	EOI – COS – LF02
Request for Expressions of Interest (EOI)	Expressions of Interest – Seeking Western Australian creatives to undertake Courthouse Studio Writing Residency 2024
Deadline	2:00 PM AWST, Friday 17 November 2023 <i>EOI received after the above deadline will not be accepted.</i>
Method of delivery	Electronic Tender box: https://www.swan.wa.gov.au/explore-and-do/arts-and-culture/artist-opportunities <i>Hardcopy, email and facsimile Responses will not be accepted</i>

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PART 1 OVERVIEW

The City of Swan is seeking Expressions of Interest from a range of West Australian creatives including but not limited to: authors, poets, playwrights, visual artists, song writers & musicians to participate in the City of Swan's inaugural Creative Writing Residency. Creatives of all career levels (whether community, amateur, emerging or professional) are encouraged to apply.

The panel will shortlist six (6) creatives for this commission, with each creative offered free use of the historic Courtyard Studio in Midland, WA, a detached 37.5sqm building for two (2) months each in 2024.

During the residency period, creatives will be required to facilitate four (4) community programs as well as produce a work of creative writing inspired by their experience of Midland. The work produced should be relative to the creative's own field and may be a song, a short story, a play, a poem or a text-based artwork.

The commissioned work will be collated with documentation of workshops, conversations with the creatives and other outcomes of the residency before being published in 2025.

ARTWORK LOCATION

The City of Swan, located north east of Perth, is the largest local government by land size in the Perth metropolitan area, and has one of the fastest growing populations.

The Whadjuk people of the Noongar Nation have been the traditional custodians of the land for more than 40,000 years. The Derbal Yerrigan (Swan River) holds enormous cultural significance for the Noongar people. The City is also rich in European history, and the community is a melting pot of multiculturalism, with one in three people being born overseas and one in five speaking a language other than English at home.

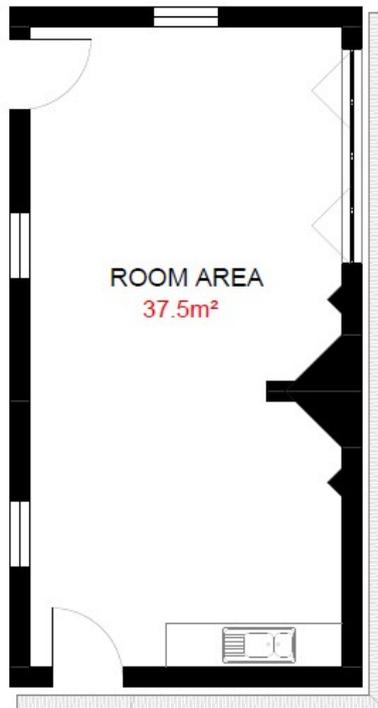
The ideal location, significant history, diverse community and strong economy ensures a positive future for the City of Swan, full of opportunity.

The Courtyard Studio – formerly the Old Water Corporation Building –located in the historic Carnegie triangle, the Midland Courtyard Studio hosts the Midland Library's Artists in Residence and creative workshops. Equipped with high end recording equipment the space can be used for projects including recording: podcasts, music and voiceover.

The Courtyard Studio provides:

- Studio access from 9am to 5pm daily
- Reverse cycle air-conditioning
- Free Wi-Fi
- Proximity to train station and bus port
- Equipment including 2 trestles, 1 chair, washing machine, bar fridge, bin, kettle, microwave, cupboard, door wedge, dustpan and broom, full easel and table easel, podcast equipment, cameras and computers.

A floorplan is provided below:



This document has been prepared to provide prospective respondents with the following relevant information:

1. Overview
2. Conditions of Responding to the Expression of Interest (EOI)
3. Evaluation Process
4. Statement of Requirements
5. Respondent's Response

PART 2 CONDITIONS OF RESPONDING

2.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Response.
Deadline:	The deadline for lodgement of your Response.
Evaluation Criteria:	The criteria used by the City of Swan in evaluating your Response.
Expression of Interest:	This document.
Principal:	City of Swan.
Principal's Representative:	The person nominated by the Principal or other person from time to time appointed in writing by the Principal to act as the Principal's Representative for the purposes of the Contract.
Request for Quotation	The second stage of the procurement process. Shortlisted applicants will proceed to the quotation stage
Requirements:	The detailed statement of works and/or services that the Principal requests you to provide if selected.
Respondent:	A person or organisation who has or intends to submit a Response to an Expression of Interest.
Response:	Your completed Response, including your response to Evaluation Criteria and any Attachments.
Specification:	The statement of Requirements that the City of Swan request you to provide if selected as an acceptable Respondent through this Expression of Interest.

2.2 How to prepare your Response

- (a) Carefully read all parts of this document
- (b) Ensure you understand the Requirements (see Part 4)
- (c) Complete the Offer (see Part 5) in all respects and attach your Attachments
- (d) Make sure you have signed the Offer and responded to all of the Evaluation Criteria
- (e) Lodge your Response before the Deadline.

2.3 Contact person

Respondents should not rely on any information provided by any person(s) other than those listed below:

Contractual enquiries	
Name:	Contracts and Procurement Manager
Telephone:	(08) 9267 9043
Email:	tenders@swan.wa.gov.au

2.4 Delivery method

Responses must be uploaded to the City of Swan's website e-form listed on the website <https://www.swan.wa.gov.au/explore-and-do/arts-and-culture/artist-opportunities>

Responses delivered by hand or submitted by email or facsimile **will not** be accepted.

2.5 Lodgement of Response

Responses must be lodged by the Deadline. Responses that are not in the e-tendering facility at the Deadline will not be considered for evaluation.

PART 3 EVALUATION PROCESS

This is an Expression of Interest (EOI).

The EOI is the first stage of a two-stage process. Following the close of the EOI the Principal may proceed to the calling of Request for Quotations (RFQ).

The issuing of an EOI does not commit the Principal to proceeding with an RFQ.

Eligibility to participate in the RFQ will be restricted to Respondents who comply with the provisions of this EOI and who are accepted by the Principal to be placed on a pre-qualified shortlist.

The Response of an EOI does not commit the Principal to include any organisation on the shortlist in the event that the service proceeds.

The Response will be evaluated using information provided in your statements addressing the Evaluation Criteria and other relevant information.

PART 4 STATEMENT OF REQUIREMENTS

4.1 Project Background

- 4.1.1 The Courtyard Studio Creative Writing Residency is a new outcome-driven residency initiative in 2024, developed as an extension of the City of Swan's successful Artist in Residence program.
- 4.1.2 The City has delivered an Artist in Residence Program since 2021 to assist in the activation of unused project spaces within several of the City of Swan's six (6) Community Libraries. Through this program the City hosted numerous guest artists, providing free temporary studio space and support for research, development and creative production. In this mutually beneficial arrangement, creatives in turn showcase their artwork and skills to the hundreds of community members who attend the libraries each week. This program has enabled the integration of artist-led workshops and studio open days into the City's diverse calendar of library programs.
- 4.1.3 In 2024, the City is looking to incentivise and support the production of new creative works in and about Midland.

4.2 Scope of Works

- 4.2.1 The City will select six (6) creatives to participate in the Courtyard Studio Creative Writing Residency, with each having access to the Courtyard Studio for two (2) consecutive months between 1 January – 31 December 2024.
- 4.2.2 The City welcomes applications from all including marginalised and underrepresented groups and individuals and sets out to create safe spaces, accessibility for all creatives.
- 4.2.3 In these two months, it is expected each creative will utilise this free studio space to support the research, development and creative production of new work for a minimum twelve (12) hours per week. During this time it expected the creatives will be receptive to community visitors for at least one day per week.
- 4.2.4 As host of the residency, the City will provide:
 - a) Orientation, housekeeping information, staff and emergency contacts
 - b) Workplace health and safety resources
 - c) Introductions to key contacts with the community
 - d) Administration, marketing and promotion of residency and programs
- 4.2.5 During the two month residency, creatives will be required to facilitate four (4) community programs to ensure there is opportunity for community collaboration and conversation. Programs may include, but are not limited to, skills development workshops, author talks, demonstrations, performances and other events. Content of programs will be determined in conversation between the creative and the project officer.

January 2023	Creative Residency program released to public
January – December 2024	Residencies completed
TBC	Project officer meeting 2
December 2024	Commissioned works collated

PART 5 RESPONDENTS RESPONSE

5.1 Respondent Details

Company / Trading Name

ABN (if applicable)

Address

Name of Respondents
Representative

Position

Phone

Email

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